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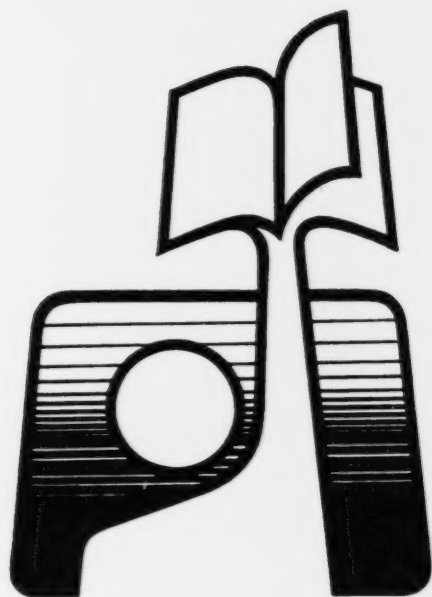
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ABSTRACT

This publication is an annotated guide to software for teaching adult literacy recommended by the Adult Basic Skills Technology (ABST) Project. The ABST Project was initiated in 1982 as the Region X Adult Education Software Project, an effort by the State Adult Basic Education Departments of Washington, Oregon, and Alaska to provide adult basic education sites with the technical expertise to use computer technology with their students. The featured programs include drill and practice, simulations, educational games, word processing programs, and tutorials. They serve a variety of computers and range from free to \$1,000 or more in price. The featured software is listed alphabetically and by instructional category (English, reading, mathematics). The annotated remarks include title, publisher, cost, type of computer, subject area, use, descriptions, and the strengths and weaknesses of the individual programs. The guide also includes a resources section divided into four categories: technical information on computer use, listings of reviewed software, resources (including publishers' addresses), and a comment form. (KC)

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ADULT LITERACY & TECHNOLOGY

GUIDE TO RECOMMENDED LITERACY SOFTWARE 1987 Edition

Sponsored by:

Adult Literacy & Technology Steering Committee

Funded by:

Gannett Foundation as part of a grant to the
Adult Literacy and Technology Project

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The Advisory Board of Adult Basic Skills Technology Project

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ADULT LITERACY & TECHNOLOGY PROJECT

History:

In 1985, the Adult Literacy and Computers Conference held in Spring Hill, Minnesota brought together a group of 50 experts on uses of computers in adult literacy. At this conference, a national Steering Committee was formed to continue work begun at the Spring Hill Conference to look at uses of computers and other technologies in finding solutions for achieving adult literacy. The group developed the current Adult Literacy and Technology Project which is funded by the Gannett Foundation and coordinated by the Institute for the Study of Adult Literacy at Penn State University.

Goals:

1. To support development of technology in adult literacy programs, applying the unique capabilities of technology to management and instruction, and to help provide solutions for the national problem of functional illiteracy.
2. To create an effective dissemination system which will provide ready access to information on computers and other forms of technology, including selection of hardware and software, training, curriculum design, funding, evaluation, and organizational recommendations for adult literacy programs.

The current ALT project consists of two components:

A. Communication: The goal of the communication component is to provide information about the various uses of technology in adult literacy by providing a format for networking and sharing of ideas. It includes the publication of a quarterly *Adult Literacy and Technology Newsletter*, management of a "Technology Bulletin Board" on LitLine, and analysis and dissemination of software appropriate for adults with literacy needs. Support for LitLine is provided by the U.S. Dept. of Education, Division of Adult Education, and the Philadelphia Mayor's Commission.



B. Training: The training component provides consulting services from ten "Technology Consultants," resource people in the use of technology in adult literacy programs who were selected and trained to serve as consultants to the general public. The Technology Consultants are based regionally throughout the country. A second part of training is development of a print and video based training package which will be available to adult literacy practitioners to help them develop skills in using technology.

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How to Use the Guide

Section 1: Background

The Adult Literacy and Technology Steering Committee awarded the sub-contract to develop a software analysis instrument, evaluate literacy software, and produce an annotated guide of recommended software to the Adult Basic Skills Technology Project.

The ABST Project, initiated in 1982 as the Region X Adult Education Software Project, is a regional effort by the State Adult Basic Education Departments of Washington, Oregon, and Alaska to provide adult basic education sites with the technical expertise to use computer technology with their students. Project members, instructors, and program directors at ABE sites evaluate software; explore the application of good/excellent software; and disseminate evaluations, applications, and information on future trends. The ABST Project annually publishes buyer's guides, newsletters, software evaluation summaries, and application updates. Project members conduct workshops, inservices, and conference presentations throughout the region.

The Software Analysis Process:

The ABST Project, charged with the development of a software analysis instrument tailored to the needs of adult basic skills students, conducted a national search of analysis forms. After analysis of existing forms, the Project produced an analysis form that met the approval of the Adult Literacy and Technology Steering Committee, the ABST Advisory Board, and selected literacy providers located across the United States. Thirty adult education practitioners in the Pacific Northwest field tested the instrument for six months. The analysis form appears on pages 13 and 14 in this publication.



The software reviewers for this publication are adult basic skills practitioners and their students located at literacy centers in the Pacific Northwest. The skilled practitioners instruct in a variety of educational settings--corrections, open labs, classrooms, libraries. Their names and addresses are available upon request.

The Included Software:

For software to be included in this publication, it had to receive "good" to "excellent" reviews from at least two adult basic skills practitioners and their students, pass further verification by members of the Interstate Advisory Board of the Adult Basic Skills Technology Project, and be used with students at learning settings. In most cases the local practitioners and their students used the software for at least four weeks.

The software had to be useful in a wide variety of instructional settings with a wide range of adult literacy populations. Although some of the included software can be purchased as a comprehensive package, all software was reviewed as an entity within itself. The software had to stand on its own merits outside of the total package. Software reviewers made no attempt to analyze large learning/reading systems.

The selected software represents a broad range of prices. Some software is public domain and available at no charge while other programs cost up to a thousand dollars. Prices quoted reflect prices at time of publication.

The type of computer, Apple, IBM, Tandy, etc. is listed both in the summary of included software and in the annotated description. No attempt was made to include or exclude programs based on their operating systems.

The featured programs include drill and practice, simulations, educational games, word processing programs, and tutorials.



Section II: Annotated Listing of Software

The featured software is listed alphabetically and by instructional category: English, Reading, and Math. The annotated remarks include descriptions, and the strengths and weaknesses of the individual programs. A complete listing of all software evaluated is located in the Appendix.

Section III: Resources

The Resources are divided into four main categories: technical assistance, listings of reviewed software, resources, and a comment form.

Technical Assistance:

Glossaries contain the most common computer terminology and the terminology used in the description of the software.

Hardware Decisions discusses some of the most frequently asked questions requiring hardware.

Illustrated Guide to the Computer section covers a short primer in computers. The areas include "The Parts of a Computer System," "The Uses of a Microcomputer," "How a Computer System Operates," and "How to Run and Back-up ProDOS and MSDOS Disks." The sections, written for novices, provide concise explanations and easy to follow directions. Individuals just beginning to use computer assisted instruction should review the sections on formatting and making back-up disks. Frequently publishers refer to formatting or making back-up disks without including the specific steps in their documentation.



Listing of Software:

Software marked with bullets in the Listing of All Software Reviewed indicate the program inclusion in this publication. The completed analysis forms are available upon request.

Resources:

The resource pages include membership forms to LitLine and the Adult Literacy and Technology Project, a listing of resource people located across the United States, a "List of Lists" containing annotated software lists used by programs, and the publishers of the software included in this publication.

User Comment Form:

The enclosed, self-addressed form is an attempt by the publishers of this guide to produce future editions that meet reader needs.



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SOFTWARE ANALYSIS FORM

SOFTWARE TITLE: _____
PUBLISHER: _____ PUBLICATION DATE: _____
ADDRESS: _____
ORDER PHONE: _____ TECHNICAL HELP PHONE: _____
PRICE: _____

PROGRAM INFORMATION

TYPE: Drill and Practice Simulation Tutorial Other _____
ADULT INTEREST: Yes No
DIFFICULTY LEVEL: ABE (0-4) ABE (5-8) GED ESL Developmental Ed
CURRICULUM AREA: Citizenship Grammar Mathematics Problem Solving Reading
Science Spelling Social Studies Writing Other _____
DOCUMENTATION: Good Fair Poor
SUPPORT MATERIALS: Workbook Spirit Masters Worksheets Answer Key Text Other _____
DESCRIPTION: _____

PROGRAM REQUIREMENTS

TYPE OF COMPUTER: Apple ____, IBM ____, Tandy, C-64, Other _____
KEYBOARD SKILLS: Low Medium High
NUMBER OF DISK DRIVES: One Two
MEMORY: 48 64 128 Other _____
PERIPHERALS: Printer B & W Monitor Color Monitor Other _____

NAME OF REVIEWER: _____ DATE OF REVIEW: _____
INSTITUTION: _____ PHONE: _____
ADDRESS: _____

**INSTRUCTIONAL FORMAT****YES NO N/A**

1. Are directions available on the disk?
2. Are directions appropriate to reading level?
3. Is the use of graphics appropriate for adult learners?
4. Is the lesson appropriate to the intended reading level?
5. Is the use of audio appropriate?
6. Is the content accurate and free from errors?
7. Is the content free of racial/sex/age/ethnic stereotypes?
8. Does the program achieve its defined purposes?
9. Is there positive reinforcement?
10. Is failure rewarded?
11. Is there feedback for correct answers?
12. Is there help after an incorrect answer?

PROGRAM FORMAT**YES NO N/A**

1. Does the disk begin with a menu?
2. Can the menu be returned to easily?
3. Is the screen advance user controlled?
4. Is the audio adjustable?
5. Can instructions be bypassed?

MANAGEMENT FORMAT**YES NO N/A**

1. Is there a student record-keeping system?
2. If so, is it easy to use?
3. Can records be deleted?
4. Can the program be modified?
5. If so, is modification easy?

OVERALL RATING: Excellent Good Fair Not Recommended**EVALUATIVE COMMENTS: (describe strengths and weaknesses)**
Strengths:**Weaknesses:****INSTRUCTIONAL APPLICATIONS (explain how this program could be used)**



Summary of Included Software

A-Apple family. At-Atari. T-TRS 80. I-IBM family. C-Commodore.
P-Pet. M-Macintosh

<i>Title</i>	<i>Publisher</i>	<i>Category</i>	<i>Computer.</i>
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ENGLISH:

AppleWorks	Capri	Word Processing	A
Bank Street Writer III	Scholastic	Word Processing	A. I
Basic English Skills	Encyclop. Brit.	Grammar	A
CAW: Computer Assisted Writing	E.A.I.	Writing	A. I
Capitalization	Hartley	Grammar	A
Create Spell It	Hartley	Spelling	A
Diascriptive L.A. Dev.	E.A.I.	Grammar	A.C.T.
Disk No. 062- Education	Public Doman	Spelling	A
English: Basic Mechanics	Conduit	Grammar	A
English Basics: Parts of Speech	E.A.I.	Grammar	A.At.T.I.C.P
English: Parts of Speech	MECC	Grammar	A
FrEd Writer	Public Domain	Word Processing	A
Ghost Writer	MECC	Word Processing	A
L.A. Grammar Probs. for Practice	Milliken	Grammar	A
Magic Slate	Scholastic	Word Processing	A
Master Spell	MECC	Spelling	A
Multi-Scribe	Scholastic	Word Processing	A
Print Shop	Broderbund	Word Processing	A.I
Sentence Combining	Milliken	Grammar	A
Skills Bank	Softwriter's Dev.	Grammar	A.I
Spelling (Vol. 1 and 2)	MECC	Spelling	A
Typing Tutor III	Simon & Schuster	Keyboarding	A.I
Verbs	Hartley	Grammar	A.I
Verbs Usage 1-4	Hartley	Grammar	A.I
Word Herd: Look Alikes	MECC	Spelling	A
Word Herd: Sound Alikes	MECC	Spelling	A
Word Processing	Milliken	Word Processing	A
Writing A Character Sketch	MECC	Writing	A
Writing A Narrative	MECC	Writing	A
Writing An Opinion Paper	MECC	Writing	A
Writing Workshop	Milliken	Writing	A

READING:

Career Readers	Fearon	Comprehension	A
Cloze Plus	Milliken	Comprehension	A
Comprehension Connection	Milliken	Comprehension	A
Comprehension Power	Milliken	Comprehension	A
Constitution & The Government	E.A.I.	Comprehension	A
Core Reading and Vocab. Dev.	E.A.I.	Comprehension	A.T.I
Create Vocabulary	Hartley	Vocabulary	A
Creating the U.S. Constitution	E.A.I.	Comprehension	A



A-Apple family. At-Atari. T-TRS 80. I-IBM family. C-Commodore.
P-Pet. M-Macintosh

<i>Title</i>	<i>Publisher</i>	<i>Category</i>	<i>Computer</i>
READING (Continued):			
Crossword Magic	Mindscape	Vocabulary	A.I.At.C
Diascriptive Reading III	E.A.I.	Comprehension	A.Ac.C.P.I
Dilemma	E.A.I.	Comprehension	A
Gapper	HRM Software	Comprehension	A
Leap I	E.A.I.	Comprehension	A.I
Keys to Responsible Driving	CBS Software	Driver's Ed.	A.I
M-ss-ng L-nks	Sunburst	Vocabulary	A.T.I.C
Our Weird and Wacky World	E.A.I.	Comprehension	A.T.C.At.P
Reading & Writing Connection	Hartley	Comprehension	A
Reading Around Words	ICT	Comprehension	A
Skills Bank	Softwriter's Dev.	Comprehension	A.I
Smart Alex	Smart Alex	Phonics	A.C.I
Speed Reader II	Davidson	Comprehension	A.I.M.C
The Final Chapter	Ombudsman	Comprehension	A
Those Amazing Reading Machines I-IV	MECC	Comprehension	A
Tutorcourse BLS 100R: Reading Comprehension	BLS	Comprehension	A
Vocabulary Skills: Context Clues	Media Materials	Vocabulary	A
Vocabulary Skills: Prefixes	Media Materials	Vocabulary	A
Vocational Readers	Fearon	Comprehension	A
Where In The World Is Carmen San Diego	Broderbund	Comprehension	A
Word Attack	Davidson	Vocabulary	A.M.I.C
Word Muncher	MECC	Decoding	A
Words at Work: Compound It	MECC	Vocabulary	A
Words at Work: Prefix Power	MECC	Vocabulary	A
Words at Work: Suffix Sense	MECC	Vocabulary	A
MATH:			
Adventures With Fractions	MECC	Fractions	A.C
Arithmetic Doctor: Fractions	E.A.I.	Fractions	A.T
Best of Education 064	Public Domain	Basic Facts	A
Chemeketa Math Drills	Public Domain	Whole Numbers	A
Easy Graph	Grolier Elect.	Graphs	A.C.I
Math For Everyday Living	E.A.I.	Basic Facts	A.At.T.I.C.P
Math Sequences	Milliken	Basic Facts	A.At
Math Shop	Scholastic	Problem Solv.	A
Math: Solving Story Prob.	Houghton Mifflin	Basic Facts	A
Skills Bank	Softwriter's Dev.	Basic Facts	A.I
Survival Math	Sunburst	Basic Facts	A.At.T.C
Word Math	Milliken	Math	A



ALPHABETICAL ANNOTATED LISTING OF FEATURED SOFTWARE



Adventures with Fractions

Publisher: *MECC*

Cost: \$49

Computer: *Apple, Commodore*

Subject Area: *Math*

Use: *ABE*

Description: This disk contains three programs: "Comparing Fractions," "Cross Products," and "Ransom." These programs are designed as tutorials to help students work with common denominators and ordering of fractions. "Ransom," a simulation/game, tests students' ability to compare like and unlike denominators.

Evaluative Comments

Strengths: The tutorial gives explanations in words and pictures. The graphics help students to visualize the difference in fractions, especially in cases like $1/2$ and $5/8$.

Weaknesses: The program has a limited number of instructional applications; it needs to be integrated into the student's math curriculum to be widely used.

AppleWorks

Publisher: *Claris*

Cost: \$195

Computer: *Apple*

Subject Areas: *Word Processing, Database, Spreadsheet*

Use: *ABE+/GED/DE*

Description: The integrated program contains word processing, spreadsheet, and database. Each application can be used without rebooting the program. The applications are opened from files. The desktop holds up to twelve different files at one time. The files from one application, ie. database, can be placed into files of other applications, ie. word processing.

Evaluative Comments

Strengths: The program can handle the management functions of small centers. It is an excellent tool for teaching spreadsheets and data bases.

Weaknesses: The program requires some training to become proficient. Some users, including staff and managers



may become frustrated with the format. This is not a beginning word processing program for most ABE users.

Arithmetic Doctor: Fractions

Publisher: *Educational Activities, Inc.*

Cost: \$129

Computer: *Apple*

Subject Area: *Math*

Use: *ABE/ABE+/GED/DE*

Description: The program has four disks per operation with 12 to 20 levels of difficulty for each operation. The student begins with a pretest. If he/she fails a level, the program moves to drill and practice.

Students can practice problems on the computer or select a computer generated worksheet.

The management system allows the instructor to determine the number of practice problems, the passing percentage, and alter the parameter of the pretest. This is a testing, drill and practice, and worksheet generating program; it is not a tutorial.

Evaluative Comments

Strengths: When a student does not pass a level, the program stops and moves him/her to the appropriate lesson. The program reinforces the order of operations. The option to print worksheets at the student's instructional level will appeal to many instructors. The program has a concise, easy to use management system.

Weaknesses: Some students may find the breaks between finishing a problem and getting the next one too long. Although the publisher states that this is not a tutorial, it would be helpful to see more branching on wrong answers.

Bank Street Writer III

Publisher: *Scholastic*

Cost: \$79.95

Writing Lab (lessons)
\$89.95

Writing Skills Bank
(lessons) **\$59.95**

Computer: *Apple, IBM*

Subject Area: *Word Processing*

Use: *ABE/ABE+/GED/DE*



Description: This is an easy to use, inexpensive word processing program that includes an integrated spelling "corrector" and thesaurus. The program operates on 20, 40, or 80 columns. The spelling "corrector" offers the options of wild card and anagram searches. The flip side of the program disk includes a tutorial. A teacher's guide is available for the Apple version.

Evaluative Comments

Strengths: The word processing program is easy enough for beginning students, offers large print (20 col.) for students with vision problems, and operates an easy to use spelling/thesaurus program.

Weaknesses: This program needs a computer with at least 128 K of memory. The text is difficult to read on a color monitor

Basic English Skills: Parts of Speech

Publisher: *Encyclopaedia*

Britannica

Cost: \$349

Computer: *Apple*

Subject Area: *Grammar*

Use: *ABE+/GED*

Description: The comprehension grammar series on nouns, pronouns, adjectives, verbs, adverbs, prepositions, and conjunctions includes a brief tutorial with exercises. Each major area is divided into specific objectives. For example, the adjective disk includes lessons on identification of adjectives; compassing forms; and demonstrative, descriptive, indefinite, limiting, and possessive adjectives. No management system is available.

Evaluative Comments

Strengths: Good review for ABE/GED students. If the student misses too many exercises, this program branches back to the tutorial.

Weaknesses: No management. Some students will need more exercises to grasp the objective.



Best of Education - 064

Publisher: *Public Domain*

Cost: *No Charge*

Computer: *Apple*

Subject Areas: *Spelling,
Math*

Use: *ABE/ABE+/GED/DE*

Description: Contains a variety of history (facts, dates, names, states), math (fraction drills, multiplication drills), and reading (vocabulary) programs. The math programs offer drill and practice on fractions, multiplication, subtraction, and a demonstration of long division.

Evaluative Comments

Strengths: Good math practice drills on fractions and multiplication. No charge.

Weaknesses: The program does not begin with a menu. The user must type "catalog" to get a list of the programs, and then type "run" with the program's name. The program must be typed in exactly.

The steps necessary to access the program may be frustrating for the new computer user.

Math, reading, and history

programs on one disk. Some programs may be very good; others are poor. It is helpful to provide users with annotated listings of the programs.

**CAW: Computer
Assisted Writing**
Publisher: *Educational
Activities, Inc.*

Cost: *\$159*

Computer: *Apple, IBM*

Subject Area: *Writing*

Use: *ABE/GED*

Description: Computer Assisted Writing has three disks: "The Business Letter of Complaint," "The Report," and "The Persuasive Composition," each designed to emphasize a different type of writing. The student works with a program disk and data disk.

In program disk #1, "Business Letter of Complaint," the student must respond to a letter of complaint. The software guides the student through a series of preparation exercises, i.e. identifying the facts in the problem paragraph.

After identifying the elements of the "model" paragraph, the student selects a topic (failure to



receive a refund, receipt of damaged goods, or problems over a bill) and writes his/her own problem paragraph.

The student's paragraph then becomes part of a business letter. The computer prints a form perfect business letter encompassing the student's paragraph and a return letter.

The return letter contains an analysis of his or her letter. For example, the letter may ask for additional information or the date of sale.

The second disk, "The Report," guides the student through the process of organizing notes into logical units and writing a two paragraph report. In the "Seven Note Report," the student organizes a group of seven notes into one main idea with six details. The detailed notes are organized in chronological order. Once organized, the student must convert the notes into sentences. Then he/she must move the compiled sentences into a paragraph.

The third disk, "The Persuasive Composition," requires that the student write a well organized persuasive composition.

Evaluative Comments

Strengths: This package is not designed for instructors teaching writing "the natural way." It is designed to give the student a "cookbook" approach to writing letters of complaint and simple themes on information or persuasion.

In the "Letter of Complaint," the student receives an analysis of his/her letter via a return letter. That return letter requests that the student include information missing in the original letter. The approach is both unique and effective. Students rewrite their letters to include the missing information.

Instructors faced with the new writing requirement of the GED should take a close look at this program. The highly organized, sequential approach to writing can provide the student with the framework for writing short themes.

This is a powerful interactive writing program. Many adult students will feel more confident approaching writing with a sequential process.

Weaknesses: The cookbook



approach to writing often discourages creative thought.

Capitalization

Publisher: *Hartley*

Cost: \$49.95

Computer: *Apple*

Subject Area: *Grammar*

Use: *ABE*

Description: Students practice capitalizing the first word in the sentence, the pronoun, proper nouns, titles, etc. The program begins with brief tutorial followed by practice exercises.

The management system allows instructors/tutors to alter the number and the text of practice sentences.

The test disk contains practice tests on each of the seven objectives independently or in a combined format.

Evaluative Comments

Strengths: The easy to alter text allows the vocabulary to match the student's needs. Instructors can develop vocational based lessons.

The corrected sentence appears at the bottom of the screen. The

management system records progress, completed objectives, percent correct, and number of questions attempted.

Weaknesses: The program runs slow; some students may become impatient.

Career Readers

Publisher: *Fearon*

Cost: \$249

Curriculum pkg. \$450

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The complete package includes cassettes, readers, and computer disks that contain follow-up exercises. The student either reads or listens to the text then works on the computer. The disk includes comprehension questions, exercises on vocabulary, and drill on idioms presented in the reader. Each situation based reader covers a different aspect of job searching.

Evaluative Comments

Strengths: The situations involve adults with realistic problems. Although the disks are not essential to the package, they



offer the student unlimited practice, especially on vocabulary and idioms. In a tutor setting, the program offers extended practice beyond the instructional setting.

Weaknesses: The disk includes very little branching and must be used with the text. The paperback readers could easily be consumed before the disks wear out.

Chemeketa Math Drills

Publisher: *Public Domain*

Cost: *No Charge*

Computer: *Apple*

Subject Area: *Math*

Use: *ABE+/GED*

Description: This is a collection of short flash card drill and practice programs in addition, subtraction, multiplication, and division. There is an emphasis on trouble spots, such as the times tables of 7, 8, and 9. Students are not timed in these drills. After two misses, the correct answer is given.

Evaluative Comments

Strengths: These are short to the point exercises that address specific learning objectives. The program is free.

Weaknesses: There is no menu. Students must type "run" and correctly spell the program's title.

Cloze Plus

Publisher: *Milliken Publishing*

Cost: *\$425/3 levels*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: Cloze Plus is a reading program that develops comprehension through the analysis of text and vocabulary within context. The student reads a paragraph in which a word is missing. The missing word, modified cloze, will require the student to complete one of three activities: word meaning, syntax completion, or vocabulary in context. Students can access clues readily. Each frame has a clues option.

The tight management system tracks students on individual stories and on eleven objectives within each lesson. The eleven objectives include same meaning, opposite meaning, association syntax, categorization, sequence, signals, pronoun references, similarities-differences, form/function, conclusion, and



definition.

Following completion of each question, the student uncovers a piece of the jigsaw-like puzzle.

Evaluative Comments

Strengths: Cloze Plus encourages the reader to focus on the text as he/she reads. Often basic skills readers forget that successful reading occurs when reading, not at the point of answering comprehension questions.

The three areas of Cloze provide the student with the potential for reading comprehension and vocabulary growth. The three areas of Cloze: meaning, syntax, and vocabulary encourage learning within a meaningful context.

English as Second Language students like the program because it involves context in contrast to learning in isolation. It also eliminates the problem of not understanding the comprehension questions.

Weaknesses: Although the weaknesses are minor, they can be frustrating, especially for the instructor. A student must be entered before the program will

allow the student to operate it. An instructor that uses the program infrequently may forget how to enroll a student or set up a class. The jigsaw-like puzzle is an unnecessary reinforcement.

The Comprehension Connection

Publisher: *Milliken Publishing*

Cost: *Ind. levels \$150
DEF \$425/294 (Site
member)*

GHI \$425/294

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: Comprehension Connection is a four disk/reading comprehension program that offers the student the option of selecting an easier form of the selection, checking the meaning of selected vocabulary terms in the reading selection, or viewing graphic illustrations of the selection. Each of the five comprehension questions focus on one area of comprehension skill building, detail, inference, vocabulary, main idea, etc.



Evaluative Comments

Strengths: Comprehension Connection allows the student to use overlays to check vocabulary, main ideas, key phrases, etc., during the reading process. The options are easy to use. For example, to check a vocabulary term the student simply presses the D key and moves to the highlighted word that he/she wishes to investigate.

The program encourages readers to "preread." They can preview the selection via the PICTURE option (read the selection graphically), check new vocabulary, and/or read the main ideas from each paragraph with a summary of all the main ideas at the end before they ever read the actual selection.

The focus of the program is on the reading activities not on answering the comprehension questions.

The management system prints out scores of the five comprehension questions and the number of times the student checks vocabulary, picture, main ideas, etc. Instructors may find the listing of the dictionary terms looked up by the student helpful

in future instruction.

The design of the program is smooth. It looks like a 1987 release. Graphics, text overlays, and selection keys incorporate features found on Apple GS and Macintosh programs.

Weaknesses: The student scrolls the reading selection. When finished with one screen, he/she must move the text up with the arrow key. Some students will have difficulty moving the screen up to the point of further reading. Scrolling the text may cause visual discomfort to the bifocal student.

Comprehension Power

Publisher: *Milliken Publishing*

Cost: *One disk \$60*

Level *\$150*

Three levels *\$425*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED*

Description: The reading selection is presented in a series of segments, each followed by comprehension questions.

The instructor may assign a



predetermined reading rate of from 50-650 words per minute, or allow the student to determine the rate at which he or she wishes material to be displayed.

If the instructor does not make an assignment, the student may select the automatic presentation rate that he or she desires. The automatic presentation displays the reading selection line-by-line in a series of short segments. Or, the student may select a manual presentation which consists of an untimed display of six to eight lines of a segment. In this format, the student advances to the next display by pressing Return and continues in this fashion until the end of the segment.

Each segment is followed by one to three comprehension questions. The skill-based questions are designed to recap information, consolidate understanding, and develop organizational thinking skills. There are ten to twenty questions per selection.

Evaluative Comments

Strengths: Comprehension Power is successful with the pre-GED or 4-8 grade level adult reader. Students repeatedly request to use the program. The program

offers students a series of highly interesting adult level texts.

Weaknesses: The most frustrating part of this program appears in the management system. All students must be entered into the system before they can use the program. Instructors and students can become frustrated rapidly if they cannot use the program. At some sites, students enter their own names in the management system. The program has a massive report that covers twenty-five different reading objectives. Most of the report can be eliminated. In most cases, only one to three questions are asked on any one objective.

Constitution and the Government

Publisher: *Educational Activities, Inc.*

Cost: \$179

Computer: *Apple*

Subject Areas: *Reading, Citizenship*

Use: *ABE+/GED*

Description: Constitution and the Government offers a problem solving approach to the study of citizenship. The student is asked to answer questions based on case



studies. The case studies involve situations an adult learner could experience.

Evaluative Comments

Strengths: The program requires analysis and evaluation of the Constitution. The student approaches the study from a situation base. The reading level varies from 3 to 5. The program lends itself to a group setting.

Weaknesses: The reading level of the program could be a problem for citizenship students.

Core Reading and Vocabulary Development

Publisher: *Educational Activities, Inc.*

Cost: \$590 \$149/level

Optional Echo and Speech Synthesizer \$99 (Apple)

Computer: Apple, TRS-80, IBM, Commodore

Subject Area: Reading

Use: ABE

Description: This program combines reading, spelling, and writing into a sequential course similar to a basal reading series.

The student goes through nine steps: reading the word list for the selection, actually reading the selection, reading the selection by phrases, filling in missing letters from the text, answering comprehension questions, spelling words and phrases, and writing sections of the reading. Worksheets with each lesson provide additional skill reinforcement.

Evaluative Comments

Strengths: Instructors/tutors report excellent results with Core Reading. The vocabulary on the beginning disk complements Laubach Skill Book 2. Many instructors use the worksheets that accompany the program. The Apple version has an optional speech component for the featured words in each lesson.

Weaknesses: Some sections of the lower levels of text are juvenile: "A Ride With Ana," "Help (need to get Dad)," "A Ride Home," etc.



Create Spell It

Publisher: *Hartley*

Cost: \$29.95 (CC-Pak
\$69.95)*

Computer: *Apple*

Subject Area: *Spelling*

Use: *ABE+/GED*

Description: The computer and the cassette recorder operate together in this spelling flash card program. The program tells the student when to push which button on the cassette recorder. Signals on the cassette tape stop the recording and start the program. Students have the benefits of sound with their instruction.

The instructor dictates up to twenty words in sentences for each lesson. Students listen to the word in isolation, used in a sentence, and then type the word into the computer. They know immediately whether they are right.

The management system keeps track of what the learner actually typed into the computer. At the end of each lesson, the student's mistakes are presented opposite what the word should have been.

Evaluative Comments

Strengths: Tracking what students actually typed allows the instructor to do an item analysis and diagnosis of spelling errors. Since the instructor makes the tapes, they can be personalized for individual students. Tapes can be bilingual, with directions given in one language and lessons in English.

Weaknesses: There are no prepared tapes. It takes time to make the tapes, which can only have 20 words on each side. Tapes must be made on the tape recorder that the students will use. Tapes should be pre-stretched to keep the synchronization.

* A Hartley Cassette Connect device (CCD) is required.

Create Vocabulary

Publisher: *Hartley*

Cost: \$29.95
(CC-Pak \$69.95)

Computer: *Apple*

Subject Area: *Vocabulary*

Use: *ABE+/GED/DE*

Description: Similar to Create Spell-It, only developed for vocabulary practice. The program



enables the student to use the computer with "sound" (cassette recorder). The program requires a connect device (CCD).

Possible to purchase premade disks, ie. Dolch List, with vocabulary words already on them. Tapes need to be made to accompany the vocabulary disks.

Evaluative Comments

Strengths: Instructors can build their own word lists with the program. Creative uses with English as Second Language students include using the English word as an answer, but putting the definition on tape in the speaker's native language.

Weaknesses: The program needs a cassette connect device. The instructor must make his/her own tapes on the tape recorder which the learner will use. The tape recorder must be hooked up to the computer when making the tapes. The system is not portable. The cassette recorder must remain with the computer used to originally format the lessons.

The tapes tend to stretch with use and become out of sync with the computer program.

Creating The U.S. Constitution

Publisher: *Educational Activities*

Cost: \$59.95

Computer: *Apple*

Subject Area: *Language Arts*

Use: *ABE+/GED*

Description: Creating the U.S. Constitution is a limited simulation involving the formation of the Constitution. Students assume roles of participants in the Constitutional Convention.

When entering the program, students receive a short introduction to the background of the Constitutional Convention and an introduction to the initial decisions they will need to make. The students answer a series of questions before receiving their character(s).

The program focuses on four main areas: large/small state debate, upper/middle class debate, the Hamilton Speech, and the Great Compromise. In each case, students must interact with the issue. Students can read biographies of the eight major players, review information prior



to the question, and/or receive help in making the decisions.

Evaluative Comments

Strengths: Students often have a vague understanding of fundamental issues that created the U.S. Constitution. This program has much potential; it moves the student into an active role. Issues can become understandable when the student becomes a key player in the issue. The program lends itself to small groups.

Weaknesses: Students reading in the mid-range, 5-8, can probably handle the material. The student would also benefit from an introduction to the subject before using the program.

Crossword Magic

Publisher: *Mindscape*

Cost: \$49.95

Computer: *Apple, IBM, Atari, Commodore, Mac*

Subject Area: *Reading*

Use: *ABE/ABE+/GED*

Description: Crossword Magic makes crossword puzzles easily and rapidly. The instructor and/or students must enter both the words and the definitions. The

completed puzzles can be printed out, saved on disk, or played on the screen.

Evaluative Comments

Strengths: This is one of the most student-friendly pieces of software on the market. The puzzles generate interesting class discussions. Students frequently request the opportunity to make their own puzzles.

Weaknesses: Crossword Magic requires a printer that will print graphics. The program uses ribbon at a rapid rate. Print the answer puzzle without lines.

It is helpful to do the puzzles with students and/or discuss problem solving strategy before handing the student the puzzle.

Diascriptive Language Arts Development

Publisher: *Educational Activities*

Cost: \$365

Computer: *Apple, TRS 80, IBM*

Subject Area: *Grammar*

Use: *ABE+/GED*



Description: The program combines diagnosis, placement, and tutorial in six areas of grammar review. The diagnostic test is comprised of subtests. The student must successfully pass one subtest before moving to the next. The test stops the student at his/her frustration level.

The program addresses six areas of language arts development: sentence mechanics, sense, naming words, action words, pronouns, and describing words. Within each of the areas are six skill levels that correspond to skills usually taught in the elementary grades. The initial skill lessons begin with competencies found in first/second grades; the final lessons cover fifth/sixth grade topics.

Evaluative Comments

Strengths: Diascriptive Language Arts Development looks impressive. It matches the diagnostic testing to instruction. The student takes the test up to the point of frustration. Then the program "kicks-out" the student at the point of failure. Programs operating in self-paced labs can easily move the student from diagnostic results to instruction.

Weaknesses: According to the publishers, the program is carefully controlled at the 3.5 reading level. Many 3.5 readers will have difficulty with the vocabulary if they are not familiar with the materials. There are a limited number of exercises. Most students will need additional assistance.

Diascriptive Reading III

Publisher: *Educational Activities, Inc.*

Cost: \$245

Computer: *Acorn, Apple, Atari, Commodore, Pet, IBM, TRS 80*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: Diascriptive Reading follows the format of Diascriptive Language Arts. The student takes the diagnostic test, is placed into reading skill areas, and works through the tutorial lessons. The diagnostic test covers details, inference, main idea, and vocabulary.

Evaluative Comments

Strengths: The practice exercises on details, inference,



main idea, and vocabulary are sound. When a student misses an answer, he/she must return to the text and reread to find the answer. Students can easily chart their progress within each subsection.

Weaknesses: The program doesn't really teach reading comprehension. It provides simple tutorial with drill and practice

Dilemma

Publisher: *Educational Activities, Inc.*

Cost: \$139

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Reading selections on Dilemma follow the "choose your own adventure" format found in paperback books. The student must select a course of action at critical points in the text. The selections cover topics on family issues, drug abuse, gangs, and quitting school.

The comprehension questions include main ideas, sequencing, distinguishing fact from fiction, inferences, and the identification of synonyms and antonyms.

Evaluative Comments

Strengths: Interesting format. The reader controls the direction of the story. The student must take an active part in the reading process.

Weaknesses: Some of the topics may not be appropriate for some adults; topics center on high school/young adult issues. There are a limited number of choices.

Disk No. 062 - Education

Publisher: *Public Domain*

Cost: *No Charge*

Computer: *Apple*

Subject Area: *Spelling*

Use: *ABE/ABE+/GED/DE*

Description: This software contains prereading and beginning reading programs. "My Spelling Test" and "Spelling" offer tachistoscope spelling practice to students at any level of instruction. Students/instructors must enter their own words. In letter match, students match upper and lower case letters.

Evaluative Comments

Strengths: Inexpensive program that offers students an effective



means of improving spelling. The disk is easy to copy. Instructors can make disks for the students who have access to computers.

Weaknesses: The disk does not have a menu; the student must type in "Catalog" to get a listing of program. Then he/she must type "run" and the exact name of the program before the desired program will appear.

Beginning students and their tutors may become frustrated getting a specific program to run.

Not all the programs are usable. Staff, tutors, and/or instructors need to analyze each program in terms of specific curriculum objectives.

Easy Graph

Publisher: *Grolier*

Electronic Publishing

Cost: \$59.95

Computer: *Apple*

Subject Area: *Graphs*

Use: *ABE/ABE+/GED*

Description: This is a graph explanation and development program that guides the student through making bar, pie, and linear graphs. The students will be able to create their own simple

graphs with the program.

Evaluative Comments

Strengths: This is a learn-by-doing approach to understanding graphs. Students can print their own graphs. Good for small group discussions.

Weaknesses: The program has limited capacities to create graphs. Categories are limited to nine letters. It prints only one graph per page.

English: Basic Mechanics

Publisher: *Conduit*

Cost: \$95/module

Computer: *Apple*

Subject Area: *Grammar*

Use: *GED/DE*

Description: These are college level modules that provide instruction and practice in writing sentences. Each module has a criterion reference test to determine skill level and to prescribe a specific sequence of lessons. The over one hundred computer based lessons include a review of the parts of speech as well as basic sentence patterns, sentence patterns with modifiers, using independent clauses, using



subordinate clauses, and using subordinate phrases.

Evaluative Comments

Strengths: The criterion reference test helps students see their own strengths and weaknesses. They can then do the lessons they most need.

Weaknesses: If used independently, the student may need help with some of the grammatical terminology.

English Basics: Parts of Speech

Publisher: *Educational Activities, Inc.*

Cost: \$199

Computer: *Apple, TRS 80, Atari, Commodore, PET*

Subject Area: *Grammar*

Arts

Use: *ABE/GED*

Description: There is one disk for each part of speech: nouns, pronouns, verbs, adjectives, and adverbs. These include both a tutorial on the part of speech as well as practice for the student. The verb disk, for example, defines a verb, and the student practices identifying verbs and

selecting the main verb in the sentence.

Evaluative Comments

Strengths: Students who generally have difficulty in writing request this program. The program lends itself to self-paced labs where students need to "brush up" on specific areas.

Weaknesses: This is a beginning program; it is not designed for the student who is almost ready to take his/her GED.

English: Parts of Speech

Publisher: *MECC*

Cost: \$39

Computer: *Apple*

Subject Area: *Grammar*

Use: *ABE/ABE+/DE*

Description: Drill on grammar (nouns, verbs, prepositions, adverbs, adjectives, conjunctions, and interjections). If the student answers first three problems correctly, he/she advances to the next level. An explanation is given for incorrect answers with visual illustration of the sentence parts. A test generator is included.



Evaluative Comments

Strengths: Provides good explanation with graphic representation of sentence parts. Asks for the second verb or second preposition, thus encouraging students to consider more than one verb, noun, etc. per sentence. Easy to operate test generator.

Weaknesses: Although an instructor can generate tests, he/she cannot alter the sentences. There is no answer key with the generated test.

FrEdWriter

Publisher: *Public Domain*

Cost: *No Charge*

Computer: *Apple*

Subject Area: *Word Processing*

Use: *ABE/ABE+/GED/DE*

Description: An inexpensive word processing program similar to Applewriter. Allows the student, staff, and instructor to move, reproduce, or delete blocks of text. The program is powerful yet easy enough to use in the office and in the class.

Evaluative Comments

Strengths: Programs with

limited funds should find it a successful addition. The operating instructions are included in the program.

Weaknesses: It helps to have background in word processing. This is not a beginning word processing program.

Gapper: A Computer-Based Language Arts System

Publisher: *HRM Software*

Cost: *\$95*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/ABE+/GED/DE*

Description: This text editor/reading program allows instructors/tutors to customize reading to student needs. The instructor/tutor enters the reading text and questions into the editor program. The students survey the preview questions, read the timed text, answer comprehension questions, and complete two different types of interactive cloze completions.

The program is set up as a game. The students gain points through successfully completing the



reading, answering the comprehension questions, and doing cloze checks.

The editor/writer portion of the program allows instructors/tutors to modify the questions, the spacing of cloze, to select specific words for omission, and to easily enter text. The management system records individual and class results.

Evaluative Comments

Strengths: Gapper is easy and flexible. Instructors/tutors can enter selections from almost any type of text without using the manual. The comprehension questions can reflect the preference of instruction. The instructor/tutor has complete control over the text, questions, and cloze exercises.

The game format encourages group interaction. English as a Second Language students often prefer the program in small group or classroom settings.

Weaknesses: Some students have difficulty with the game format. Although the points can be "shut off" (not displayed on the screen), the program will stop if the learner misses too many

points.

The data disks, the disks an instructor/tutor would make, hold only five selections per disk. Someone must make the data disks. The process is easy. Most instructors/tutors can enter the material with few problems, but it must be done.

Ghost Writer

Publisher: *MECC*

Cost: \$89

Computer: *Apple IIe*

Subject Area: *Writing*

Use: *ABE/GED/DE*

Description: A style checker designed to work with both DOS 3.3 and ProDOS word processing programs (i.e. AppleWriter, AppleWorks, Bank Street Writer, Milliken Word Processing, MECC Writer, PFS:Write, etc.) The program provides a FRY readability check of the passage, analysis of sentence length in graph form, check of transition and topic sentence, a comparison of homonyms found in the passage and the various meanings of the homonyms, usage report of the "to be" verb, prepositions, nominalizations, subordinating and coordinating conjunctions, and an analysis of vocabulary that



involves a chart of word frequencies.

The entire evaluative process is summarized into a single page report complete with possible suggestions for improvement.

Evaluative Comments

Strengths: Ghost Writer is one of the few style checkers on the market that is easy to use, adaptable to many of the word processing programs used by adult students, and affordable.

Student writers frequently have difficulty judging their work. This program provides a welcome aid to novice writers.

Weaknesses: Students may find the various categories of analysis confusing and meaningless. Instructors/tutors need to explain the significance of the categories to the student.

The writing suggestions on the review sheet are general and may appear "canned" after repeated uses.

Keys to Responsible Driving

Publisher: *CBS Software*

Cost: \$111.95

Computer: *Apple, IBM*

Subject Area: *Driving*

Use: *ABE+/GED*

Description: Driver's education software that guides the student through control skills, handling and maneuvering, signs, markings, regulations, seeing and reacting, city and town driving, changing lanes and turning, open roads, highways, and driving on the expressway and in the country. The program offers pretests and posttests.

Evaluative Comments

Strengths: Students request this program. The questions and multiple choice answers require knowledge. If the student does well with the posttest and reads the driver's manual for his/her state, he/she is generally ready for the written test.

Weaknesses: Easier to use if two disk drives are available. The limited management system covers only pretests and posttests.



Language Arts: Grammar Problems for Practice

Publisher: *Milliken
Publishing Company*
Cost: \$225, \$80/disk
Computer: *Apple*
Subject Areas: *Grammar*
Use: *ABE+/GED*

Description: The software program provides drill and practice in the areas of homonyms, verbs, pronouns, modifiers, and spelling.

"Homonyms" includes drill on contraction homonyms (cent, scent, sent) and two lessons on confusing pairs (accept, except).

"Verbs I" provides practice on forty irregular verbs. The student must select the correct irregular verb form for the given sentence.

The second disk on verbs, "Verbs II," begins with verb agreement, including the verbs "be," "do," and "have" and proceeds through subject-verb agreement.

Individual lessons include inverted order, indefinite pronouns, collective nouns and amounts, and special nouns ending

in "s." The program is drill and practice with review tests after each lesson.

Evaluative Comments

Strengths: The student receives extensive practice on homonyms, practice on the most common irregular verbs, and practice with using subject-verb agreement

Weaknesses: The program should be used on a monochrome screen; it is very difficult to read on a color monitor. The help option doesn't branch. In "Verbs II," the student gets a chart of the "to be" verb by tense. The program assumes prior instruction.

Leap 1

Publisher: *Educational
Activities, Inc.*
Cost: \$295
Computer: *Apple, IBM*
Subject Areas: *Reading,
Writing*
Use: *ABE/ABE+/GED*

Description: Leap I uses a language experience approach to reading and writing. The first two lessons focus on keyboarding; the remaining eleven encourage the student to write on suggested



topics.

The program has intensive follow-up activities using the student's text. The instructor edited activities can easily be printed from the LEX disk.

Evaluative Comments

Strengths: Leap I offers the language experience based reading program the potential of using a computer to aid instruction. The vocabulary word database, actually the accumulated total of all words used in the language experience exercise, can be the basis of many different learning exercises.

Many instructors/tutors will find the follow-up lessons, LEX, helpful. The lessons offer the student a wide variety of exercises. Instructors can easily generate worksheets for students.

Weaknesses: Although the package encourages the learner to type in his/her text, instructors/tutors may quickly find that having students type in text is impractical. Students who barely read often have difficulty typing.

The editing system is archaic. Editing functions, deletions,

insertions, or changes, force the student to reread the entire line. The next revision of the program should provide students with an editing system that will allow much simpler revision of text.

Leap I requires setup. The novice doesn't pull the program off the shelf and begin using it. The disks need to be formatted. The operation takes time. Setup is not difficult but it can be frustrating.

Magic Slate

Publisher: *Sunburst*

Cost: \$99.95

Computer: *Apple*

Subject Area: *Writing*

Use: *ABE/ABE+/GED/DE*

Description: A word processing that allows the student to use 20, 40, or 80 columns. The commands are consistent between choice of each column size. Tutorial and teaching activities come with the disk.

Evaluative Comments

Strengths: The word processor combines the ease of a beginning program with the necessary sophistication of more involved programs. Instructors/tutors may find the supplemental activities



helpful. Operates on a 64K Apple.

Weaknesses: There is some manipulation involved in setting up the column size and printer specifications. This probably should be done by staff familiar with computers.

Master Spell

Publisher: *MECC*

Cost: \$59

Computer: *Apple*

Subject Area: *Spelling*

Use: *ABE/ABE+/GED/DE*

Description: Expanded flash card spelling program that allows the instructor/tutor to make spelling lists with sentences. The words presented to the student appear with the key word in a box and a sentence with the word underlined. The student types the word three times. Then the word is covered, and the learner types the word from memory.

Evaluative Comments

Strengths: Easy to use modification and management system. Instructors/tutors can easily insert the students' spelling (vocabulary) words. The management system shows the learner's incorrect responses.

The presentation style (word in isolation, word underlined in sentence, practice writing the word, and writing the word from memory) allows the student to use all his/her modalities.

The data disks can operate independently of the master disk. It is possible for each class, each student, or each instructor/tutor to have his/her own data disk(s).

Weaknesses: Instructors/tutors will need to enter words and sentences before the student can use the software. A program may want to consider producing a number of "in house" pre-made data disks for the reluctant instructor/tutor. There is no control of response time.

Math For Everyday Living

Publisher: *Educational Activities, Inc.*

Cost: \$109

Computer: *Apple, IBM, TRS 80, Atari, Commodore, PET*

Subject Area: *Math*

Use: *ABE/GED*

Description: This is a math word problem program that places



the student in survival based situations. The learner must use addition and subtraction to pay for a meal, multiplication to work with a sales slip, division with unit pricing, division with transportation, percent with sales tax, multiplication in finding a job, and fractions in computing overtime. The program guides the student through the necessary steps towards the solution.

Evaluative Comments

Strengths: This math program helps students develop survival skills. The guided steps encourage the student to develop problem solving strategies.

Weaknesses: Some students become impatient with the program when they solve the problem without following the steps indicated in the program.

Math Sequences

Publisher: *Milliken Publishing*

Cost: *\$125/set Apple, \$495/set Atari*

Computer: *Apple, Atari 450*

Subject Area: *Math*
Use: *ABE/ABE+/GED*

Description: This is an extensive and expensive math program which goes from number readiness to algebra. Each operation has its own disk, making it possible to work in smaller steps and allowing for extensive practice.

The management system keeps track of student progress and allows the instructor to set the mastery level and the number of problems that each student completes. If students do not meet the criteria, the program will stop and recommend that they see their instructor. The instructor can use the DRILL command to bypass the management system completely. When a student cannot work a problem, the program provides a short tutorial.

The basic skills disks may be purchased in multiple-loading format. Once the program has been loaded, the disk can be removed and loaded into other computers. This makes it possible for several students to use the same program simultaneously.

Evaluative Comments

Strengths: The management system makes it easy for the instructor to monitor student



progress. Feedback after wrong answers is excellent. Learners are immediately guided through the problem step by step. The entire program covers many operations with lots of practice.

Weaknesses: There is some inconsistency in number placement for answers. For example, if the answer is 23, in some cases the 2 would be entered first and in other cases the 3 would be entered first. This is not a major problem, since a question mark indicates which number is needed. When the management system is used, students must have individual passwords and must remember their passwords to re-enter their files.

Math Shop

Publisher: *Scholastic*

Cost: \$49.95

Computer: *Apple*

Subject Areas: *Math, Problem Solving*

Use: *ABE*

Description: Students deal with customers in a variety of shops: boutiques, dairies, grocery stores, etc. Each shop requires a different math operation. Shops on the upper level are more difficult and

require advanced math skills.

Evaluative Comments

Strengths: The program offers a variety of realistic math simulations. The student must be accurate and work under the pressure of time.

Weaknesses: Anticipate some frustration with the timer; it cannot be adjusted. Some of the simulations lack realism. In the boutique, the largest change allowed is 25 cents.

Mathematics:

Solving Story Problems

Publisher: *Houghton*

Mifflin Microcourseware

Cost: \$532 (52 disks with backup and management)

Computer: *Apple*

Subject Area: *Math*

Use: *ABE/GED*

Description: Basic skills word problem program that requires the student to go through four steps: get to know the problem, compute a plan, solve the problem, and look back at the solution. The student must first decide what is asked then



whether he/she can solve the problem based on the given information.

Evaluative Comments

Strengths: Encourages the student to think methodically through the problems. Word problems deal with real world situations.

Weaknesses: In some cases not enough information is given. Some of the vocabulary may be difficult for English as a Second Language students.

M-ss-ng L-nks

Publisher: *Sunburst*

Price: \$59

Computer: *Apple, TRS-80, Commodore, IBM*

Subject Areas: *Reading/ Writing*

Use: *ABE/ABE+*

Description: The disk contains passages from various writings with letters or words missing. The patterns of the missing letters/ words cover nine levels.

The program disks cover literature, classics, micro-encyclopedia, "English Editor," and "Spanish Editor."

Evaluative Comments

Strengths: As with most cloze exercises, students will have to use word structure, content, syntax, spelling, and grammar to correctly type in the missing letter/word.

The "English Editor" disk provides the instructor with an easy method of creating student disks. Students will certainly learn the material as they progress through the levels. Some programs have placed literacy level exercises on M-ss-ng L-nks.

Weaknesses: Some instructors/ tutors and their students have much difficulty with cloze exercises. The student needs to type the word in correctly. Keyboarding skills are an asset when using this program.

The student must be familiar with the text. Avoid using disks developed by Sunburst. Disks such as "Classics-Old and New" are very frustrating for adult literacy students.



Multi-Scribe

Publisher: *Scholastic*

Cost: \$99.95

Computer: *Apple*

Subject: *Writing*

Use: *ABE/GED*

Description: Mouse or keyboard driven word processing program which includes an integrated spelling checker and grammar analysis. The program contains options of fonts and print size. The text can be integrated with graphics. A graphics disk accompanies the package. The program comes complete with a curriculum guide and writing suggestions.

Evaluative Comments:

Strengths: The mouse driven option makes the program operate much like a Macintosh type word processor. The program comes with six different fonts, named after famous authors, and three letter sizes. Students with visual problems find the large letter sizes helpful.

Students can easily check their spelling with the spelling checker. They only need to highlight the text, move the mouse or cursor over the material, and press a

letter or click on a option.

The writing helps and curriculum, although developed for K-12 students, can be applied to adult students at all levels of writing proficiency.

Weaknesses: The program with pull down menus and option of using mouse takes time to master. The program needs a monochrome monitor.

Our Weird and Wacky World

Publisher: *Educational Activities, Inc.*

Cost \$59.95

Computer: *Apple, Atari, TRS 80, Commodore, PET*

Subject Area: *Reading*

Use: *ABE/ABE+*

Description: There are two programs under this title: "Literal Comprehension" and "Critical Comprehension." The program uses both cloze and comprehension questions to check understanding of the text. Copyable worksheet accompany the package.



Evaluative Comments:

Strengths: This was one of the first reading programs available for adult readers on the third through six reading grade levels. It contains interesting text with good inferential comprehension questions. The worksheets include adult survival topics.

Weaknesses: There is no branching beyond the identification of a correct or wrong answer. The program needs to be integrated into a curriculum.

Print Shop

Publisher: *Broderbund*

Cost: \$49

Computer: *Apple, IBM*

Subject Area: *Writing*

Use: *ABE/ABE+/GED*

Description: This program allows the student to produce signs, greeting cards, stationery, and posters. It includes graphics and choice of fonts. Additional graphic disks are readily available from publishers/vendors.

Evaluative Comments:

Strengths: Print Shop enables even the beginning reading student the opportunity of typing

a few words in a pre-set format and getting a fancy printout. Students can make personalized stationery, posters and signs, and greeting cards.

Very easy to learn. Instructors and tutors can almost instantly produce credible results. The new versions makes it possible to see the final product before printing.

Weaknesses: The letter sizes within each line of text cannot be mixed, the amount of text is limited, and the program uses lots of printer ribbon.

Reading and Writing Connection

Publisher: *Hartley*

Cost: \$49.95/level

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: A four disk system with two disks per level that incorporates reading and writing. "Disk I" gives the student a sentence containing a preposition or conjunction and asks him/her if the second sentence containing a conclusion or statement is true, false or questionable. "Disk II" requires the student to connect



two sentences with a linking word (preposition or conjunction). On level III, students select the best ending to the second sentence. Finally, students combine and rewrite sentences using the correct linking words to make a paragraph.

The management system includes the results of the pretest, progress checks, and posttest. It is possible to view the sentences that students missed. The teacher's utility allows the text on the first two disks to be changed.

Evaluative Comments

Strengths: Good for comprehension development as well as for writing complex sentences. The reading programs on the second level force the reader to make inferences. The text can be modified on "Disks I and II" to match vocabulary to instruction.

Weaknesses: Although the text can be altered, the process is fairly difficult. The program is "packaged" as a kiddie program; the disk's label looks juvenile.

Reading Around Words

Publisher: *ICT*

Cost: *\$150/set*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED*

Description: Program uses contextual analysis to develop vocabulary. There are nine levels (fourth through twelfth grade words) with four diskettes in each level. Each level has twenty lessons of twelve words each. The program begins with a sixty word pretest. The student then receives a list of words missed and the perscribed lessons.

The vocabulary words are presented in context sentences and paragraphs. Upon completion of the lesson, the student takes a posttest over the words he/she missed.

Evaluative Comments

Strengths: The students work only the words they missed in the pretest. The words are of adult interest. The program responds to the first error by having the text reappear with the clue portion underlined. At the second error an explanation of the correct answer appears.



Weaknesses: The pretest is fairly long (60 words). Some of the definitions are marginal. If the student makes an error typing in the correct word, the monitor immediately shows "no."

Sentence Combining

Publisher: *Milliken*

Cost: \$140

Computer: *Apple*

Subject Area: *English*

Use: *ABE/GED*

Description: This software is designed for students who write incomplete, run-on, and/or choppy sentences. The lessons begin with using "and" to connect predicate structures, proceed through practice combining independent clauses, and conclude with complex sentences. Every three lessons are followed with review lessons. Programs come with duplicating masters.

The objectives include distinguishing between complete and incomplete sentences, developing the ability to combine simple, compound, and complex sentences, and selecting appropriate usage.

Evaluative Comments

Strengths: This program is successful with students who have difficulty understanding grammar.

Weaknesses: The management system cannot be bypassed.

Skills Bank

Publisher: *Softwriters Development Corporation/American Micro Media*

Cost: \$750 (school price)

Computer: *Apple, IBM*

Subject Areas: *Grammar, Comprehension, Math*

Use: *ABE+/GED/DE*

Description: Competency based fifty-one disk system in reading, math, and language arts. Each competency area includes a brief tutorial, practice problems/exercises, a pretest and two post tests. The program prescribes lessons based on the results of the pretests. Each student may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple



meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components.

For example, in figurative language the component includes: similes, metaphors, hyperbole, and personification.

Language arts concepts include: language (language expression, frequently confused nouns and verbs, using verbs, adjectives, and adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons, colons, and capitalization).

Math concepts include: math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration, number theory, number sentences, and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio,

fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications), and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes and tests, charts of individual progress within classes, and summary reports on the progress of groups of students.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own individual study programs on disk or in print. Each student has his/her own disk and can begin to work immediately on his/her own lessons. The multiple choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency based instruction in reading, math,



and language arts. Purchase includes authorization to copy sufficient guides, sufficient teacher and student disks, annual updates, and technical and newsletter support from the publisher. Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students.

Smart Alex

Publisher: *The Smart Alex Press*

Cost: \$531.90 (22 tapes)

\$359.35 (Consonants)

\$392.30 (Vowels)

Computer: *Apple IIe, IBM, Commodore,*

Subject Area: *Reading*

Use: *ABE*

Description: Smart Alex is a sound-based comprehensive phonics program that includes diagnostic tests and individual lessons on consonants and vowels. The program involves a computer connected with a tape recorder via a connect device. The student views the pictures on the screen, hears an explanation on the tape recorder, and answers on the computer.

The diagnostic test requires that the student select the correct letter(s) after hearing the word from the tape recorder and seeing the picture on the screen. The responses are tabulated, and a summary of the student's results are available upon completion of either the consonant or vowel diagnostic tests. The consonant test includes questions covering initial consonants, digraphs, silent letters, initial and final blends.

The diagnostic test on vowels includes short and long vowels, r-controlled vowels, diphthongs, and schwas. The instructor or student records the results of the tests on a recording sheet available with the program.

The program is designed to operate in combination with an instructor or independently with the student selecting those sounds he/she needs practice with. Each lesson consists of a short tutorial with practice hearing and responding to the sounds covered in the lesson.

Evaluative Comments

Strengths: The tape recorder with the cassettes bypasses the sound problems so common with computer generated sound. The



cassette tapes are included with the program. (A sound program with no cassettes to make is attractive to many programs that have spent hours making cassette tapes.)

Smart Alex is a complete program. The student can take the diagnostic test(s), record his/her scores, and work on the sounds he/she needs. In a crunch, the diagnostic test(s) can replace the oral phonics inventory.

Students have commented repeatedly that the program provides them with excellent feedback on sounds.

Weaknesses: Smart Alex doesn't have a management system for the individual lessons, and the management system for the diagnostic tests can easily be wiped out.

The graphics on the diagnostic test include a smile for a right answer and a frown for a wrong answer. Although students seemed less appalled with the faces than their instructors, the faces should be eliminated.

Speed Reader II

Publisher: *Davidson & Associates*

Cost: \$49.95

Computer: *Apple, IBM, Mac*

Subject Area: *Reading*

Use: *ABE/GED/DE*

Description: Two disk program that includes a program disk with five reading activities and data disk with thirty-five reading selections. The program provides practice in letter and word recognition, phrase reading, timed page reading, and timed whole reading. After the phrase reading and two timed sections, the student answers four comprehension questions. The timed readings can be preset or self-paced.

Instructors can make their own data disks or purchase additional data disks on the upper elementary, intermediate, high school, and college/adult levels.

Evaluative Comments

Strengths: The program is flexible. The instructor made data disks provide the instructor with the opportunity of matching text to student needs.

The timed readings are widely used in speed/comprehension



building courses. Students consistently improve their speed/comprehension. The exercises can be preset, self-set, or read after the reading.

The price is right. Programs on limited budgets can afford this program.

Weaknesses: The program requires the student to go through a number of steps before getting to the actual reading selection. Sometimes students and their instructors become frustrated in the process. (Screen dumps of each step with the exact instructions have eliminated some of the frustration.)

Instructors can make their own data disks, but material must be under 1,000 characters, and the process takes time. Most instructors will shy away from building their own data disk banks.

There is no management system. Learners must record their own rates and scores.

The first exercises, letter and word recognition, are difficult for many adult students. They cannot type the flashed letter/word fast enough. Many instructors avoid

the first two exercises and heavily use the last three exercises.

Spelling (Vol. 1 & 2)

Publisher: *MECC*

Cost: \$39 (*Check local MECC source, may be out of print*)

Computer: *Apple*

Subject Area: *Spelling*

Use: *ABE+/GED*

Description: The student must select the correct spelling from three homonyms (phonetically similar words). The twenty exercises are based on the Dale Chall readability scale. Students may select any of the exercises.

Evaluative Comments

Strengths: This is a versatile program in a self-paced setting; there are many different reading level word lists (from second to tenth grade). It is an effective GED homonym preparation exercise.

Weaknesses: The student has to type the word correctly three times. If the student misspells any one of those times, he/she has to start over. The exercise is timed; the graph on the screen shows the amount of time student has left. Cannot alter the time or



the text.

Survival Math

Publisher: *Sunburst*

Cost: \$65

Computer: *Apple, TRS 80, Atari 400 & 800, Commodore 64,*

Subject Area: *Math*

Use: *GED*

Description: Students select from "Smart Shopper Marathon" to "Foreman's Assistant" in this real life simulation. The program requires that the student consider the integration of time, money, and quality of products in selecting options.

Evaluative Comments

Strengths: This program gives the student a reason to learn math and reinforces skills. If the student is successful with "Foreman's Assistant," he/she may be ready for the GED math test. This may be used as a group project; it encourages conversation.

Weaknesses: Students must have a good foundation in basic math skills before using this program.

The Final Chapter: A Case Of Memory

Publisher: *Ombudsman*

Cost: \$49/story

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: High interest reading selections are presented with prereading activities, follow-up questions, and suggested writing activities. The comprehension questions include vocabulary in context, synonyms, usage, and spelling. A simple management system tracks student progress.

Evaluative Comments

Strengths: Students find the text, "The Kidnapping of Charles Urschel by Machine Gun Kelly," highly motivating. They discuss the events with each other.

Weaknesses: Neither format nor comprehension questions are unique. It's the text that fascinates students.

Those Amazing Reading Machines I-IV



Publisher: *MECC*

Cost: *\$49/level (four levels)*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Programs designed to provide practice in sequencing and spotting detail. The student matches description to an action model, cuts and pastes paragraphs to fit the sequence of an action model, and finally studies a sequence and corrects the description.

The management system allows the instructor to select the number of program parts, the number of problems, the mastery level, and the difficulty of the cut and paste exercise.

Evaluative Comments

Strengths: The program provides an interesting approach to sequence and detail. The student must carefully observe the action model. Reluctant readers that prefer real to the abstract may thoroughly enjoy working through the action sequences.

The student watches action

sequences. He/she must then translate that action to printed text.

Weaknesses: The sequences may be difficult to see. Learners with visual impairments (e.g. bifocals) may find it very difficult to observe the "action sequence."

Tutorcourse BLS

100R: Reading Comprehension

Publisher: *BLS Inc.*

Cost: *\$599*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Reading 100 is part of a large stand-alone system that includes reading, English, and math. The system contains competency based lessons from the 3.0 reading level through the 11.0 reading level. Reading 100 is the first reading program in the series and can be purchased separately.

The competency based reading program includes pretests and posttests, explanations of the competency (tutorial), and practice problems. The reading selections cover adult life skills



and survival topics.

The eight disks cover following directions, reference skills (alphabetical order, maps, etc.), reading for details, finding the main idea, critical reading (fact vs. opinion, fiction/nonfiction), sequence, inferences, vocabulary skills (compound words/word parts, homonyms, context clues), and phonic analysis (vowels/consonants, digraphs and diphthongs, syllables, etc.). Each disk moves from simple to complex.

Some of the disks include student worksheets or require that the student read from a supplemental booklet. A "Report Generator" disk can be purchased separately.

Evaluative Comments

Strengths: The reading topics are interesting, definitely of adult interest, and contain survival skill information. For example, on the Interpretation II disk, the student would read an article discussing the amount of impact generated by a car hitting a tree at 10 miles per hour; a description of King, a watchdog for the U.S. Air Force; the relationship between Melanin and freckles; and the law associated with two cars stopping

at an intersection.

The series can be purchased as a unit or as individual components. Updated versions are provided by the publisher free of charge.

Weaknesses: The phonics disk can be eliminated. Reading about phonic elements doesn't necessarily make the student a better decoder. The program appears much like a textbook on the screen. Updated versions should feature more graphics, perhaps the addition of sound, especially in the lower level reading units, and more branching.

Typing Tutor III

Publisher: *Simon & Schuster*

Cost: \$49

Computer: *Apple, IBM*

Subject Area:

Keyboarding

Use: *ABE/GED/DE*

Description: Self-guided keyboarding program that guides the student from home row single keys to paragraph writing.

Letters are first listed in the slow lane and then, as the student gets up to speed, are moved to the fast



lane. Students receive drill, speed, and accuracy scores at the end of each lesson.

The management system allows the student to continue at the place he/she left off.

Evaluative Comments

Strengths: Solid, no nonsense keyboarding program that students can use individually. The student receives immediate feedback; the letters move to the fast lane as speed and accuracy increase.

Instructors in lab settings can hand the student the program without having to help the student set up repeatedly.

Weaknesses: To bypass the management system, students must enter as "new student" each time and begin with the first lesson. Finger placement on the keys is not taught; students may need to use a standard typing book to supplement this program. The program is not designed to replace keyboarding instruction.

Verbs

Publisher: *Hartley*

Cost: \$39.95

Computer: *Apple, IBM*
Subject Area: *Grammar*
Use: *ABE*

Description: The program involves initial study of verbs. The twenty lessons cover identification of simple action verbs, regular and irregular forms of verbs, verb tense, contractions, and subject-verb agreement. Each lesson focuses on a single objective with a brief tutorial followed by practice sentences.

The simple management system keeps track of student scores on each lesson. The edit function allows the instructor to edit or create text.

Evaluative Comments:

Strengths: The lessons cover small objectives that build on one another. The program begins with identifying simple action verbs.

The letters are enlarged for easy viewing; the pace is slowed. The correct answer is displayed on the screen underneath the incorrect response.

The edit function is easy enough that students and instructors can edit sentences. The edited text can enable the instructor to tailor



text to specific student populations.

Weaknesses: Definitely a program designed for the ABE level student. It is too slow for the ABE+ or GED student. The management system could be eliminated. The information is too sketchy to provide much diagnosis or direction on the instructor's part.

Verbs Usage 1-4

Publisher: *Hartley*

Cost: \$29.95/level,

IBM: \$59.95

Computer: *Apple, IBM*

Subject Area: *Grammar*

Use: *ABE*

Description: This drill and practice software program provides exercises in writing from identification of the verb in a simple sentence and selection of the correct tense to recognizing subject verb agreement. The program covers four objectives: identification of action and state of being verbs, recognition of verb as present or past tense, selection of the correct form of the singular or plural, and the determination of the correct verb based on singular and plural subjects.

Evaluative Comments

Strengths: The large print used in the program is helpful for bifocal students. English as Second Language students frequently request time with this program. The management system allows the student to change lessons.

Weaknesses: The program is too slow for some students.

Vocabulary Skills: Context Clues

Publisher: *Media Materials*

Cost: \$49.95

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: Vocabulary Skills guides students through practice in the identification of context clues. The program comes with excellent reproducible worksheets.

Evaluative Comments

Strengths: The tutorial information on context clues and how they are used is helpful.

Weaknesses: The theme of the disk is Wizardry which is difficult to explain to English as a Second



Language students. The theme and graphics may not be appropriate for all adult students. The use of graphics makes the program slow.

Vocabulary Skills: Prefixes

Publisher: *Media
Materials*

Cost: \$49.95

Computer: *Apple*

Subject Area: *Language
Arts*

Use: *ABE/GED*

Description: The program provides a tutorial on prefixes, roots, and suffixes. The information is helpful, and the presentation through the theme of a muscle man is not distracting.

Evaluative Comments

Strengths: The program offers a good tutorial on word attack strategies for ABE level students. Worksheets, pretests, and post-tests are included.

Weaknesses: Some students find the pacing of the program too slow. Try the program out on students first.

Vocational Readers

Publisher: *Fearon*

Cost: \$249

Curriculum Pkg. \$450

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The complete package includes cassettes, readers, and computer disks that contain follow-up exercises. The student either reads or listens to the text then works on the computer. The disk includes comprehension questions, exercises on vocabulary, and drill on the idioms presented in the reader.

Each situation based reader covers a different job. The jobs are typical of those held by English as a Second Language and adult literacy students.

Evaluative Comments:

Strengths: The situations involve adults with realistic problems. Although the disk is not essential to the package, the disk offers the student unlimited practice, especially on vocabulary and idioms. In a tutor setting, the program can add an element of controlled extended practice



beyond the instructional setting.

Weaknesses: The disk includes very little branching and must be used with the text. It is very likely that the disks could outlast the readers. The job situations, although realistic, are jobs paying minimum wage.

Where In The World is Carmen San Diego

Publisher: *Broderbund*

Cost: \$49.00

Computer: *Apple*

Subject Area: *Problem Solving*

Use: *ABE/GED*

Description: A combination game and teaching tool -- this program can have many uses. As students try to solve a crime, they will have to use a map, look up clues in the World Almanac that comes with the disk, and use deductive reasoning. As the students move to each location, a famous building in that location is drawn on the screen, and the students are given some local history.

Evaluative Comments

Strengths: Students must look

up information in order to complete the program. It is good training in beginning research, and in this format, students love to do it.

Some literacy programs use this program for beginning computer literacy training. Students find the program nonthreatening. It is a good group activity.

Weaknesses: The program is difficult to fit into a curriculum and use in a lab.

Word Attack

Publisher: *Davidson*

Cost: \$49.95

Computer: *Apple, IBM, Macintosh, Commodore*

Subject Area: *Reading*

Use: *ABE/ABE+/GED/DE*

Description: This tutorial program includes an introduction to the vocabulary word with its definition, practice in matching the word to the right definition, practice in using the word in context, and an arcade type game that matches words and definitions. The disks come with extensive word lists as well as the opportunity to make original word lists. Words are not only grouped by level but by parts of speech.



Students can choose to work on verbs, nouns, or adjectives.

Evaluative Comments

Strengths: Vocabulary data disks can be created and shared. The data disks are available on level 4-5, 6-7, 8-9, SAT words, Roots, and Prefixes.

Weaknesses: Words entered can be no longer than thirteen letters. Phrases are not accepted.

Some keys have dedicated functions, for example the equal sign. This creates difficulty when trying to enter math terms and use the definitions for examples. Life skills phrases such as "No Trespassing" do not fit because they are too long and are phrases.

Word Herd: Look Alikes

Publisher: *MECC*

Cost: \$39.00

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: Tutorial with practice on twelve sets of similar words. Instruction is given on three levels: definition, context,

and expanded meanings. Visual association and graphics are provided for the sets.

Exercises include selecting the correct word based on the context of the sentence and expanding words by adding affixes. Management system lists the student and lessons completed.

Evaluative Comments

Strengths: Good basic program for helping students with confusing words. English as a Second Language students find the exercises especially helpful.

Weaknesses: Limited management; there are no scores given.

Word Herd: Sound Alikes

Publisher: *MECC*

Cost: \$39

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: Tutorial with practice on twelve sets of similar words that sound alike. Instruction is given on three levels: definition, context, and expanded meanings. The program



includes visual association and graphics on each set.

Similar to Word Herd: Look Alikes. Management system lists the student and lessons completed.

Evaluative Comments

Strengths: Good basic program for helping students with confusing words. English as a Second Language students request the program. Good drill and practice on commonly confused words.

Weaknesses: Limited management; no scores are given.

Word Math

Publisher: *Milliken*

Cost: \$295

Computer: *Apple*

Subject Area: *Math*

Use: *ABE/GED/DE*

Description: The program teaches a strategy for solving word math problems and then assists the student in using that strategy. It asks the student to decide whether the answer will be bigger or smaller than the numbers given, then to choose the correct operation, and finally to do the calculation. Each disk includes

both simple and complex problems involving whole numbers. The disks include forward/reverse order, extra numbers, hidden numbers (words such as twice or dozen which are not written in numerical form), and key words.

The management system keeps track of student progress and allows the instructor to set the mastery level and the number of problems that each student must do. If students do not meet the criteria, the program will stop and recommend that they see their instructor. However, for flexibility, the instructor can use the DRILL command to bypass the management system completely.

Evaluative Comments

Strengths: Word Math helps the student through the thinking and reading process necessary to solve word problems. This is especially useful for English as a Second Language students because it helps them with the terminology of word problems.

Weaknesses: Topics for the word problems are somewhat juvenile, and the graphics that accompany the answers could be



eliminated.

Word Muncher

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Drill program presented in a game format that requires the student to match the featured vowel sound with the words given in the grid. The student must move fast enough to avoid the "Toggle."

The management system allows the instructor to turn the context sentence off, set presentation order, change words, change content groups, set the number of time/items, set performance level, and print out students' records.

Evaluative Comments

Strengths: Students will find the program a refreshing approach to practice on vowels. The program can be used in small group settings. The management system prints out the student's responses.

Weaknesses: The program is built on an arcade game format (i.e. Pac Man). Learners who are

not ready for timed drills may be frustrated. Instructors/tutors may want to review the words included in the grids before assigning the game.

Word Processing

Publisher: *Milliken*

Cost: \$70

Computer: *Apple*

Subject Area: *Word Processing*

Use: *ABE/ABE+/GED*

Description: This word processing program integrates tutorial text help with graphics that result in an easy to use program for the word processing novice. The visual options allow the student or instructor to create materials by selecting the icon of the typewriter or to save materials by selecting the icon of the file cabinet.

Evaluative Comments

Strengths: Beginners find the program easy to use; students need very little set up time. Prewriting and postwriting packages can be purchased, making this part of a comprehensive writing package. A spelling checker is included in the postwriting component.



Weaknesses: There are no screen helps, and some students have difficulty moving from screen to screen.

Words At Work: Compound It

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The program contains three games, "Clown Around," "Cowbell," and "Compound Game," that are intended to increase proficiency in dividing compound words, identifying the meaning of the entire word, and matching the meaning with the compound word in a concentration type exercise.

Evaluative Comments

Strengths: The objective based games progress in difficulty from identification of compound words to the meaning of the word to identification of the entire word. The graphics are impressive. The management system allows the instructor to easily tailor lessons to students using the words and sentences provided.

Weaknesses: Although the program allows the instructor to design the lessons, it does not allow alteration of the text. The graphics appear juvenile.

Words At Work: Prefix Power

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Prefix drill program that requires the student to identify the prefix, select the correct meaning of the prefix, and match the meanings.

The management system allows the instructor to easily change the groupings, the prefixes included in the groups, and the level of success, etc.

Evaluative Comments

Strengths: Nicely constructed three game series for the identification and practice of prefixes. The management system is easy to use. The program is inexpensive.

Weaknesses: The graphics especially on the first game, "Hot



Stuff," appear juvenile. Cannot alter the content of the sentences. Although some of the sentences are designed for children, most of the content will work for adults.

Words At Work:

Suffix Sense

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The program consists of four drill based games designed to move the student from the identification of the suffix to matching the suffix with its meaning. The management system is extensive, easy to use, and allows the instructor to tailor lessons to students' needs.

Evaluative Comment

Strengths: The program provides practice with suffixes. The instructor/tutor can arrange the suffixes, the presentation order, the level of mastery, and select the suffixes for inclusion.

The program provides "active" graphics. The student moves the ax and slices the word between

the root and suffix.

Weaknesses: The graphics are designed for children. The little girl types the correct spelling of the base word on her computer in the second exercise. Some adults may find the graphics demeaning.

Writing A Character Sketch

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Writing*

Use: *ABE/GED/DE*

Description: Writing a Character Sketch asks open ended questions and provides examples to help students analyze both real and fictional characters. Students are guided through a series of questions to express their ideas. These can then be printed out to use as a rough draft.

Evaluative Comments

Strengths: The guided writing practice can be used as a group activity. Some students find the guided exercises very helpful.

Weaknesses: Students need to think in organized patterns. The ability to type is most helpful.



Writing

A Narrative

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Writing*

Use: *GED/DE*

Description: This program acts as a tutor guiding the student through the narrative process. Students learn story-starting techniques. As the student enters his/her own ideas, he/she discovers key elements of narration. The program backs up the student's ideas and asks leading questions to prompt the student through the whole narration process.

Evaluative Comments:

Strengths: This is guided writing that channels the student through a process. It is best used with more advanced students who have good language skills.

Weaknesses: The student needs to have good typing and writing skills.

Writing An Opinion Paper

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Writing*

Use: *GED*

Description: Students are given interactive examples and models to help them distinguish between fact and opinion. The computer tutors the student in how to analyze a topic, formulate opinions, and assemble evidence.

Evaluative Comments

Strengths: The program has the built-in word processor with split screen capability. This lets the student see his/her notes while he/she types the paper.

Weaknesses: The program needs 64K and an 80 column card. If the computer lab has a mixture of older and newer Apples, color code this program and the computers that it will run on.

Writing Workshop

Publisher: *Milliken*

Publishing

Cost: \$195

Computer: *Apple*

Subject Area: *Writing*

Use: *GED/DE*



Description: "Pre-writing" contains three different programs: (1) "Brainstorming" helps the learner to think of a topic and expand upon it. Ideas are grouped and labeled to help the student work towards paragraphs. (2) "Branching" walks the student through a process to create an outline. The prompts ask learners to give details to support the main ideas. (3) "Nutshelling" has the student choose from five types of writing from story to letter. Next a list of questions pertinent to the type of writing selected helps the student to focus the writing.

Evaluative Comments

Strengths: This approach to writing helps the student through the fear of a blank page and over the crisis of having nothing to say. The exercises lend themselves to small groups.

Weaknesses: Individual programs are not integrated nor can the work produced be transferred to a word processing program without retyping it.



ENGLISH SOFTWARE
LISTED ALPHABETICALLY



AppleWorks

Publisher: *Claris*

Cost: \$195

Computer: *Apple*

Subject Areas: *Word Processing, Data Base, Spreadsheet*

Use: *ABE+/GED/DE*

Description: The integrated program contains word processing, spreadsheet, and database. Each application can be used without rebooting the program. The applications are opened from files. The desktop holds up to twelve different files at one time. The files from one application, ie. database can be placed into files of other applications, ie. word processing.

Evaluative Comments

Strengths: The program can handle the management functions of small centers. It is an excellent tool for teaching spreadsheets and data bases.

Weaknesses: The program requires some training to become proficient. Some students, staff, and managers may become frustrated with the format. This is not a beginning word processing

program for most students.

Bank Street Writer III

Publisher: *Scholastic*

Cost: \$79.95

Writing Lab (lessons)
\$89.95

Writing Skills Bank (lessons) \$59.95

Computer: *Apple, IBM*

Subject Area: *Word Processing*

Use: *ABE/ABE+/GED/DE*

Description: This is an easy to use, inexpensive word processing program that includes an integrated spelling "corrector" and thesaurus. The program operates on 20, 40, or 80 columns. The spelling "corrector" offers the options of wild card and anagram searches. The flip side of the program disk includes a tutorial.

Evaluative Comments

Strengths: The word processing program is easy enough for beginning students, offers large print (20 col.) for students with vision problems, and operates an easy to use spelling/thesaurus program.



Weaknesses: This program needs a computer with at least 128 K of memory. The text is difficult to read on a color monitor.

Basic English Skills: Parts of Speech

Publisher: *Encyclopaedia Britannica*

Cost: \$349

Computer: *Apple*

Subject Area: *Grammar*

Use: *ABE+/GED*

Description: A comprehensive grammar series on nouns, pronouns, adjectives, verbs, adverbs, prepositions, and conjunctions that includes a brief tutorial with exercises. Each major area is divided into specific objectives. For example, the adjective disk includes lessons on identification of adjectives, compassing forms, and demonstrative, descriptive, indefinite, limiting, and possessive adjectives. No management system is available.

Evaluative Comments

Strengths: Good review for ABE/

GED students. If the student misses too many exercises, this program branches back to the tutorial.

Weaknesses: No management. Some students will need more exercises to grasp the objective.

CAW: Computer Assisted Writing

Publisher: *Educational Activities, Inc.*

Cost: \$159

Computer: *Apple, IBM*

Subject Area: *Writing*

Use: *ABE/GED*

Description: Computer Assisted Writing has three disks: "The Business Letter of Complaint," "The Report," and "The Persuasive Composition," each designed to emphasize a different type of writing. The student works with a program disk and data disk.

In program disk #1, "Business Letter of Complaint," the student must respond to a letter of complaint. The software guides the student through a series of preparation exercises, i.e. identifying the facts in the problem paragraph.



After identifying the elements of the "model" paragraph, the student selects a topic (failure to receive a refund, receipt of damaged goods, or problems over a bill) and writes his/her own problem paragraph.

The student's paragraph then becomes part of a business letter. The computer prints a form perfect business letter encompassing the student's paragraph and a return letter.

The return letter contains an analysis of his or her letter. For example, the letter may ask for additional information or the date of sale.

The second disk, "The Report," guides the student through the process of organizing notes into logical units and writing a two paragraph report.

In the "Seven Note Report," the student organizes a group of seven notes into one main idea with six details. The detailed notes are organized in chronological order. Once organized, the student must convert the notes into sentences. Then he/she must move the compiled sentences into a paragraph.

The third disk, "The Persuasive Composition," requires that the student write a well organized persuasive composition.

Evaluative Comments

Strengths: This package is not designed for instructors teaching writing "the natural way." It is designed to give the student a "cookbook" approach to writing letters of complaint and simple themes on information or persuasion.

In the "Letter of Complaint," the student receives an analysis of his/her letter via a return letter. That return letter requests that the student include information missing in the original letter. The approach is both unique and effective. Students rewrite their letters to include the missing information.

Instructors faced with the new writing requirement of the GED should take a close look at this program. The highly organized, sequential approach to writing can provide the student with the framework for writing short themes.

This is a powerful interactive writing program. Many adult



students will feel more confident approaching writing with a sequential process.

Weaknesses: The cookbook approach to writing often discourages creative thought.

Capitalization

Publisher: *Hartley*

Cost: \$49.95

Computer: *Apple*

Subject Area: *Grammar*

Use: *ABE*

Description: Students practice capitalizing the first word in the sentence, the pronoun, proper nouns, titles, etc. The program begins with a brief tutorial followed by practice exercises.

The management system allows instructors/tutors to alter the number and the text of practice sentences.

The test disk contains practice tests on each of the seven objectives, independently or in a combined format.

Evaluative Comments

Strengths: The easy to alter text allows the vocabulary to match the student's needs. Instructors

can develop vocational based lessons.

The corrected sentence appears at the bottom of the screen. The management system records progress, completed objectives, percent correct, and number of questions attempted.

Weaknesses: The program runs slow; some students may become impatient.

Create Spell It

Publisher: *Hartley*

Cost: \$29.95 (*CC-Pak*
\$69.95)*

Computer: *Apple*

Subject Area: *Language*
Arts

Use: *ABE+/GED*

Description: The computer and cassette recorder work together in this program. The directions on the monitor tell the student when to start the cassette recorder. Students listen to the word in isolation and in the sentence and then type the word into the computer.

The instructor dictates up to twenty words in sentences for each lesson.



The management system keeps track of what the learner actually typed into the computer. At the end of each lesson, the student's mistakes are presented opposite what the word should have been. Learners and instructors can make the comparisons.

Evaluative Comments

Strengths: Tracking what students actually typed allows the instructor to do an item analysis and diagnosis of spelling errors. Since the instructor makes the tapes, they can be personalized for individual students. Tapes can be bilingual, with the directions given in one language and the lessons in English.

Weaknesses: There are no prepared tapes. It takes time to make the tapes, which can only have 20 words on each side of the tape. Tapes must be made on the tape recorder that the students will use. Tapes should be pre-stretched to keep the synchronization.

* A Hartley Cassette Connect device (CCD) is required.

Diascriptive Language Arts Development

Publisher: *Educational Activities*

Cost: \$365

Computer: *Apple, TRS 80, IBM*

Subject Area: *Grammar*

Use: *ABE+/GED*

Description: The program combines diagnosis, placement, and tutorial in six areas of grammar. The diagnostic test is comprised of subtests. The student must successfully pass one subtest before moving to the next. The test stops the student at his/her frustration level.

The program addresses six areas of language arts development: sentence mechanics, sense, naming words, action words, pronouns, and describing words. Within each of the areas are six skill levels that correspond to skills usually taught in the elementary grades. The initial skill lessons begin with competencies found in first/second grades; the final lessons cover fifth/sixth grade topics.



Evaluative Comments

Strengths: Diascriptive Language Arts Development looks impressive. It matches the diagnostic testing to instruction. The student takes the test up to the point of frustration. Then the program "kicks-out" the student at the point of failure. Programs operating in self-paced labs can easily move the student from diagnostic results to instruction.

Weaknesses: According to the publishers, the program is carefully controlled at the 3.5 reading level. Many 3.5 readers will have difficulty with the vocabulary if they are not familiar with the materials. There are a limited number of exercises. Most students will need additional assistance.

Disk No. 062 - Education

Publisher: *Public Domain*

Cost: *No Charge*

Computer: *Apple*

Subject Area: *Spelling*

Use: *ABE/ABE+/GED/DE*

Description: This software contains pre- and beginning reading programs. "My Spelling Test" and "Spelling" offer

tachistoscope spelling practice to students at any level of instruction. Students/instructors must enter their own words. In letter match, students match upper and lower case letters.

Evaluative Comments:

Strengths: Inexpensive program that offers students an effective means of improving spelling. The disk is easy to copy. Instructors can make disks for the students who have access to computers.

Weaknesses: The disk does not have a menu; the student must type in "Catalog" to get a listing of the program. Then he/she must type "run" and the exact name of the program before the desired program will appear.

English: Basic Mechanics

Publisher: *Conduit*

Cost: *\$95/module*

Computer: *Apple*

Subject Area: *Grammar*

Use: *GED/DE*

Description: These are college level modules that provide instruction and practice in writing sentences. Each module has a criterion reference test to



determine skill level and to prescribe a specific sequence of lessons. The over one hundred computer based lessons include a review of the parts of speech as well as basic sentence patterns, sentence patterns with modifiers, using independent clauses, using subordinate clauses, and using subordinate phrases.

Evaluative Comments

Strengths: The criterion reference test helps students see their own strengths and weaknesses. They can then do the lessons they most need.

Weaknesses: If used independently, the student may need help with some of the grammatical terminology.

English Basics: Parts of Speech

Publisher: *Educational Activities*

Cost: \$199

Computer: *Apple, TRS 80, Atari, Commodore, PET*

Subject Area: *Grammar*

Use: *ABE/GED*

Description: There is one disk for each part of speech: nouns,

pronouns, verbs, adjectives, and adverbs. These include both a tutorial on the part of speech as well as practice for the student. The verb disk, for example, defines a verb, and the student practices identifying verbs and selecting the main verb in the sentence.

Evaluative Comments

Strengths: Students who generally have difficulty in writing request this program. The program lends itself to self-paced labs where students need to "brush up" on specific areas.

Weaknesses: This is a beginning program; it is not designed for the student who is almost ready to take his/her GED.

English: Parts of Speech

Publisher: *MECC*

Cost: \$39

Computer: *Apple*

Subject Area: *English*

Use: *ABE/ABE+/DE*

Description: Drill on grammar (nouns, verbs, prepositions, adverbs, adjectives, conjunctions and interjections). If the student answers the first three problems



correctly, he/she advances to the next level. An explanation is given for incorrect answers with visual illustration of the sentence parts. A test generator is included.

Evaluative Comments

Strengths: Provides good explanation with graphic representation of sentence parts. Asks for the second verb or second preposition, thus encouraging students to consider more than one verb, noun etc. per sentence. Easy to operate test generator.

Weaknesses: Although an instructor can generate tests, he/she cannot alter the sentences. There is no answer key with the generated test.

FrEd Writer

Publisher: *Public Domain/CUE*

Cost: *No Charge*

Computer: *Apple*

Subject Area: *Word Processing*

Use: *ABE/ABE+/GED*

Description: An inexpensive word processing program similar to Applewriter. Allows the student, staff, and instructor to

move, reproduce, or delete blocks of text. The program is powerful yet easy enough to use in the office and in the class.

Evaluative Comments

Strengths: Programs with limited funds should find it a successful addition. The operating instructions are included in the program.

Weaknesses: It helps to have background in word processing. This is not a beginning word processing program.

Ghost Writer

Publisher: *MECC*

Cost: *\$89*

Computer: *Apple IIe*

Subject Area: *Writing*

Use: *ABE/GED/DE*

Description: A style checker designed to work with both DOS 3.3 and ProDOS word processing programs (i.e. AppleWriter, AppleWorks, Bank Street Writer, Milliken Word Processing, MECC Writer, PFS:Write, etc.). The program provides a FRY readability check of the passage, analysis of sentence length in graph form, check of transition and topic sentence, a comparison



of homonyms found in the passage and the various meanings of the homonyms, usage report of the "to be" verb, prepositions, nominalizations, subordinating and coordinating conjunctions, and an analysis of vocabulary that involves a chart of word frequencies. The entire evaluative process is summarized into a single page report complete with possible suggestions for improvement.

Evaluative Comments

Strengths: Ghost Writer is one of the few style checkers on the market that is easy to use, adaptable to many of the word processing programs used by adult students, and affordable.

Student writers frequently have difficulty judging their work. This program provides a welcome aid to novice writers.

Weaknesses: Students may find the various categories of analysis confusing and meaningless. Instructors/tutors need to explain the significance of the categories to the student

The writing suggestions on the review sheet are general and may

appear "canned" after repeated uses.

Language Arts: Grammar Problems for Practice

Publisher: *Milliken*

Publishing Company

Cost: \$225, \$80/disk

Computer: *Apple*

Subject Areas: *Grammar*

Use: *ABE+/GED*

Description: The software program provides drill and practice in the areas of homonyms, verbs, pronouns, modifiers, and spelling. "Homonyms" includes drill on contraction homonyms (cent, scent, sent) and two lessons on confusing pairs (accept, except). "Verbs I" provides practice on forty irregular verbs. The student must select the correct irregular verb form for the given sentence. The second disk on verbs, "Verbs II," begins with verb agreement, including the verbs "be," "do," and "have" and proceeds through subject-verb agreement.

Individual lessons include inverted order, indefinite pronouns, collective nouns and amounts, and special nouns ending



in "s." The program is drill and practice with review tests after each lesson.

Evaluative Comments

Strengths: The student receives extensive practice on homonyms, practice on the most common irregular verbs, and practice with using subject-verb agreement

Weaknesses: The program should be used on a monochrome screen; it is very difficult to read on a color monitor. The help option doesn't branch. In "Verbs II," the student gets a chart of the "to be" verb by tense.

Magic Slate

Publisher: *Sunburst*

Cost: \$99.95

Computer: *Apple*

Subject Area: *Writing*

Use: *ABE/ABE+/GED/DE*

Description: A word processing program that allows the student to use 20, 40, or 80 columns. The commands are consistent between choice of each column size. Tutorial and teaching activities come with the disk.

Evaluative Comments

Strengths: The word processor combines the ease of a beginning program with the necessary sophistication of more involved programs. Instructors/tutors may find the supplemental activities helpful. Operates on a 64K Apple.

Weaknesses: There is some manipulation involved in setting up the column size and printer specifications. This probably should be done by staff familiar with computers.

Master Spell

Publisher: *MECC*

Cost: \$59

Computer: *Apple*

Subject Area: *Spelling*

Use: *ABE/ABE+/GED/DE*

Description: Expanded flash card spelling program that allows the instructor/tutor to make spelling lists with sentences. The words presented to the user appear with the key word in a box and a sentence with the word underlined. The learner types the word three times then the word is covered, and the learner types the word from memory.



Evaluative Comments

Strengths: Easy to use modification and management system. Instructors /tutors can easily insert the learner's spelling (vocabulary) words. The management system shows the learner's incorrect responses.

The presentation style (word in isolation, word underlined in sentence, practice writing the word, and writing the word from memory) allows the learner to use all his/her modalities.

The data disks can operate independently of the master disk. It is possible for each class, each student, or each instructor/tutor to have his/her own data disk(s).

Weaknesses: Instructors/tutors will need to enter words and sentences before the learner can use the software. A program may want to consider producing a number of "in house" premade data disks for the reluctant instructor/tutor. No control of time.

Multi-Scribe

Publisher: *Scholastic*

Cost: \$99.95

Computer: *Apple*

Subject: *Writing*

Use: *ABE/GED*

Description: Mouse or keyboard driven word processing program which includes an integrated spelling checker and grammar analysis. The program includes options of fonts and print size. The text can be integrated with graphics. A graphics disk accompanies the package.

The program comes complete with a curriculum guide and writing suggestions.

Evaluative Comments

Strengths: The mouse driven option makes the program operate much like a Macintosh type word processor. The program comes with six different fonts, named after famous authors, and three letter sizes. Students with visual problems find the large letter sizes helpful.

Students can easily check their spelling with the spelling checker. They only need to highlight the text, move the mouse or cursor over the material, and press a letter or click on a option.

The writing helps, and the curriculum, although developed



for K-12 students, can be apply to adult students at all level of writing proficiency.

Weaknesses: The program, with pull down menus and option of using mouse, takes time to master. The program is easily to see on a monochrome monitor.

Print Shop

Publisher: *Broderbund*

Cost: \$49

Computer: *Apple, IBM*

Subject Area: *Writing*

Use: *ABE/ABE+/GED*

Description: This program allows the student to produce signs, greeting cards, stationery, and posters. The program includes graphics and choice of fonts. Additional graphic disks are readily available from many publishers and vendors.

Evaluative Comments:

Strengths: Print Shop enables even the beginning reading student the opportunity of typing a few words in a preset format and getting a fancy printout. Students can make personalized stationery, posters and signs, and greeting cards.

Very easy to learn. Instructors and tutors can almost instantly produce credible results. The new version makes it possible to see the final product before printing.

Weaknesses: The letter sizes within each line of text cannot be mixed. The amount of text is limited. The program uses lots of printer ribbon; encourage students to make their alterations on the screen first.

Sentence Combining

Publisher: *Milliken*

Cost: \$140

Computer: *Apple*

Subject Area: *English*

Use: *ABE/GED*

Description: This software is designed for students who write incomplete, run-on, and/or choppy sentences. The lessons begin with using "and" to connect predicate structures, proceed through practice combining independent clauses, and conclude with complex sentences. Every three lessons are followed with review lessons. Programs come with duplicating masters.

The objectives include distinguishing between complete and incomplete sentences,



developing the ability to combine simple, compound, and complex sentences, and selecting appropriate usage.

Evaluative Comments

Strengths: This program is successful with students who have difficulty understanding grammar.

Weaknesses: The management system cannot be bypassed.

Skills Bank

Publisher: *Softwriters Development Corporation/American Micro Media*

Cost: \$750 (school price)

Computer: *Apple, IBM*

Subject Areas: *Grammar, Math, Comprehension*

Use: *ABE+/GED/DE*

Description: Competency based fifty-one disk system in reading, math, and language arts. Each competency area includes a brief tutorial, practice problems/exercises, a pretest, and two post tests. The program prescribes lessons based on the results of the pretests. Each student may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components.

For example, in figurative language the component includes: similes, metaphors, hyperbole, and personification.

Language arts concepts include: language (language expression, frequently confused nouns and verbs, using verbs, adjectives, adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons, colons, and capitalization).

Math concepts include: math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration, number theory,



number sentences, and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio, fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications), and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes, and tests; charts of individual progress within classes; and summary reports on the progress of groups of students.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own individual study programs on disk or in print. Each student has his/her own disk and can begin to work immediately on his/her own lessons. The multiple choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency based instruction in reading, math, and language arts. Purchase includes authorization to copy sufficient guides, sufficient teacher and student disks, annual updates, and technical and newsletter support from the publisher. Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students.

Spelling (Vol. 1 & 2)

Publisher: MECC

Cost: \$39 (*Check local MECC source, may be out of print*)

Computer: Apple

Subject Area: Spelling

Use: ABE+/GED

Description: The student must select the correct spelling from three homonyms (phonetically similar words). The twenty exercises are based on the Dale Chall readability scale. Students may select any of the exercises.

Evaluative Comments

Strengths: This is a versatile



program in a self-paced setting; there are many different reading level word lists (from second to tenth grade). It is an effective GED homonym preparation exercise.

Weaknesses: The student has to type the word correctly three times. If the student misspells any one of those times, he/she has to start over. The exercise is timed; the graph on the screen shows the amount of time the student has left. Cannot alter the text or the time.

Typing Tutor III

Publisher: *Simon & Schuster*

Cost: \$49

Computer: *Apple, IBM*

Subject Area: *Key-boarding*

Use: *ABE/GED/DE*

Description: Self-guided keyboarding program that guides the student from home row single keys to paragraph writing. Letters are first listed in the slow lane and then, as the student gets up to speed, are moved to the fast lane. Students receive drill, speed, and accuracy scores at the end of each lesson.

The management system allows the student to continue at the place he/she left off.

Evaluative Comments

Strengths: Solid, no nonsense keyboarding program that students can use individually. The student receives immediate feedback; the letters move to the fast lane as speed and accuracy increase.

Instructors in lab settings can hand the student the program without having to set up the student repeatedly.

Weaknesses: To bypass the management system, students must enter as "new student" each time and begin with the first lesson. Finger placement on the keys is not taught; students may need to use a standard typing book to supplement this program. The program is not designed to replace keyboarding instruction.

Verbs

Publisher: *Hartley*

Cost: \$39.95

Computer: *Apple, IBM*

Subject Area: *Grammar*

Use: *ABE*



Description: The program involves initial study of verbs. The twenty lessons cover identification of simple action verbs, regular and irregular forms of verbs, verb tense, contractions, and subject-verb agreement. Each lesson focuses on a single objective with a brief tutorial followed by practice sentences.

The simple management system keeps track of student scores on each lesson. The edit function allows the instructor to edit or create text.

Evaluative Comments

Strengths: The lessons cover small objectives that build on one another. The program begins with identifying simple action verbs.

The letters are enlarged for easy viewing; the pace is slowed. The correct answer is displayed on the screen underneath the incorrect response.

The edit function is easy enough that students and instructors can edit sentences. The edited text can enable the instructor to tailor text to specific student populations.

Weaknesses: Definitely a

program designed for the ABE level student. It is too slow for the ABE+ or GED student. The management system could be eliminated. The information is too sketchy to provide much diagnosis or direction on the instructor's part.

Verbs Usage 1-4

Publisher: *Hartley*

Cost: *\$29.95/level,*

IBM: \$59.95

Computer: *Apple, IBM*

Subject Area: *Grammar*

Use: *ABE*

Description: This drill and practice software program provides exercises in writing from identification of the verb in a simple sentence and selection of the correct tense to recognizing subject verb agreement. The program covers four objectives: identification of action and state of being verbs, recognition of verb as present or past tense, selection of the correct form of the singular or plural, and the determination of the correct verb based on singular and plural subjects.

Evaluative Comments

Strengths: The large print used in the program is helpful for



bifocal students. English as a Second Language students frequently request time with this program. The management system allows the student to change lessons.

Weaknesses: The program is too slow for some students.

Word Herd: Look Alikes

Publisher: *MECC*

Cost: \$39.00

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: Tutorial with practice on twelve sets of similar words. Instruction is given on three levels: definition, context, and expanded meanings. Visual association and graphics are provided for the sets.

Exercises include selecting the correct word based on the context of the sentence and expanding words by adding affixes. Management system lists the student and lessons completed.

Evaluative Comments

Strengths: Good basic program

for helping students with confusing words. English as a Second Language students find the exercises especially helpful.

Weaknesses: Limited management; there are no scores given.

Word Herd: Sound Alikes

Publisher: *MECC*

Cost: \$39

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: Tutorial with practice on twelve sets of similar words that sound alike. Instruction is given on three levels: definition, context, and expanded meanings. The program includes visual association and graphics on each set.

Similar to Word Herd: Look Alikes. Management system lists the student and lessons completed.

Strengths: Good basic program for helping students with confusing words. English as a Second Language students request the program. Good drill and



practice on commonly confused words.

Weaknesses: Limited management; no scores are given.

Word Processing

Publisher: *Milliken*

Cost: \$70

Computer: *Apple*

Subject Area: *Word Processing*

Use: *ABE/ABE+/GED*

Description: This word processing program integrates tutorial text help with graphics that result in an easy to use program for the word processing novice. The visual options allow the student or instructor to create materials by selecting the icon of the typewriter or to save materials by selecting the icon of the file cabinet.

Evaluative Comments

Strengths: Beginners find the program easy to use; students need very little set up time. Pre- and postwriting packages can be purchased, making this part of a comprehensive writing package. A spelling checker is included in the postwriting component.

Weaknesses: There are no screen helps and some students have difficulty moving from screen to screen.

Writing A Character Sketch

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Writing*

Use: *ABE/GED/DE*

Description: Writing a Character Sketch asks open ended questions and provides examples to help students analyze both real and fictional characters. Students are guided through a series of questions to express their ideas. These can then be printed out to use as a rough draft.

Evaluative Comments

Strengths: The guided writing practice can be used as a group activity. Some students find the guided exercises very helpful.

Weaknesses: Students need to think in organized patterns. The ability to type is most helpful.

Writing A Narrative

Publisher: *MECC*



Cost: \$49

Computer: Apple

Subject Area: Writing

Use: GED/DE

Description: This program acts as a tutor guiding the student through the narrative process. Students learn story-starting techniques. As the student enters his/her own ideas, he/she discovers key elements of narration. The program backs up the student's ideas and asks leading questions to prompt the student through the whole narration process.

Evaluative Comments:

Strengths: This is guided writing that channels the student through a process. It is best used with more advanced students who have good language skills.

Weaknesses: The student needs to have good typing and writing skills.

Writing An Opinion Paper

Publisher: MECC

Cost: \$49

Computer: Apple

Subject Area: Writing

Use: GED

Description: Students are given interactive examples and models to help them distinguish between fact and opinion. The computer tutors the student in how to analyze a topic, formulate opinions, and assemble evidence.

Evaluative Comments

Strengths: The program has the built-in word processor with split screen capability. This lets the student see his/her notes while he/she types the paper.

Weaknesses: The program needs 64K and an 80 column card. If the computer lab has a mixture of older and newer Apples, color code this program and the computers that it will run on.

Writing Workshop

Publisher: Milliken

Publishing

Cost: \$195

Computer: Apple

Subject Area: Writing

Use: GED/DE

Description: "Pre-writing" contains three different programs: (1) "Brainstorming" helps the student to think of a topic and



expand upon it. Ideas are grouped and labeled to help the student work towards paragraphs. (2) "Branching" walks the student through a process to create an outline. The prompts ask students to give details to support the main ideas. (3) "Nutshelling" has the student choose from five types of writing from story to letter. Next, a list of questions pertinent to the type of writing selected helps the student to focus the writing.

Evaluative Comments

Strengths: This approach to writing helps the student through the fear of a blank page and over the crisis of having nothing to say. The exercises lend themselves to small groups.

Weaknesses: Individual programs are not integrated nor can the work produced be transferred to a word processing program without retyping it.



READING SOFTWARE LISTED ALPHABETICALLY



Career Readers

Publisher: *Fearon*

Cost: \$249

Curriculum pkg. \$450

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The complete package includes cassettes, readers, and computer disks that contain follow-up exercises. The student either reads or listens to the text then works on the computer. The disk includes comprehension questions, exercises on vocabulary, and drill on idioms presented in the reader. Each situation based reader covers a different aspect of job searching.

Evaluative Comments:

Strengths: The situations involve adults with realistic problems. Although the disks are not essential to the package, they offers the student unlimited practice, especially on vocabulary and idioms.

In a tutor setting, the program can add an element of controlled extended practice beyond the instructional setting.

Weaknesses: The disk includes very little branching and must be used with the text.

Cloze Plus

Publisher: *Milliken*

Publishing

Cost: \$425+/3 levels

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: Cloze Plus is a reading program that develops comprehension through the analysis of text and vocabulary within context. The student reads a paragraph in which a word is missing. The missing word, modified cloze, will require the student to complete one of three activities: word meaning, syntax completion, or vocabulary in context.

Students can access clues readily. Each frame has a clues option.

The tight management system tracks students on individual stories and on eleven objectives within each lesson. The eleven objectives include same meaning, opposite meaning, association syntax, categorization, sequence, signals, pronoun references, similarities-differences, form/



function, conclusion, and definition.

Following completion of each question, the student uncovers a piece of the jigsaw-like puzzle.

Evaluative Comments

Strengths: Cloze Plus encourages the reader to focus on the text as he/she reads.

The three areas of Cloze provide the student with the potential for reading comprehension and vocabulary growth. The three areas of Cloze: meaning, syntax, and vocabulary encourage learning within a meaningful context.

English as a Second Language students like the program because it involves context in contrast to learning in isolation. It also eliminates the problem of not understanding the comprehension questions.

Weaknesses: Although the weaknesses are minor, they can be frustrating, especially for the instructor. A student must be entered before the program will allow the student to operate it. An instructor that uses the program infrequently may forget how to

enroll a student or set up a class.

The Comprehension Connection

Publisher: *Milliken*

Publishing

Cost: *\$150/Ind. levels*

DEF \$425/294 (Site member)

GHI \$425/294

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: Comprehension Connection is a four disk/reading comprehension program that offers the student the option of selecting an easier form of the selection, checking the meaning of selected vocabulary terms in the reading selection, or viewing graphic illustrations of the selection. Each of the five comprehension questions focus on one area of comprehension skill building, detail, inference, vocabulary, main idea, etc.

Evaluative Comments

Strengths: Comprehension Connection allows the student to use overlays to check vocabulary, main ideas, key phrases, etc., during the reading process. The



options are easy to use. For example, to check a vocabulary term the student simply presses the D key and moves to the highlighted word that he/she wishes to investigate.

The program encourages readers to "preread." They can preview the selection via the PICTURE option (read the selection graphically), check new vocabulary, and/or read the main ideas from each paragraph with a summary of all the main ideas at the end before they ever read the actual selection.

The focus of the program is on the reading activities, not on answering the comprehension questions.

The management system prints out scores of the five comprehension questions and the number of times the student checks vocabulary, picture, main ideas, etc. Instructors may find the listing of the dictionary terms looked up by the student helpful in future instruction.

The design of the program is smooth. It looks like a 1987 release. Graphics, text overlays, and selection keys incorporate features found on Apple GS and

Macintosh programs.

Weaknesses: The student scrolls the reading selection. When finished with one screen, he/she must move the text up with the arrow key. Some students will have difficulty moving the screen up to the point of further reading. Scrolling the text may cause visual discomfort to the bifocal student.

Comprehension Power

Publisher: *Milliken
Publishing*

Cost: *One disk \$60*

Level *\$150*

Three levels *\$425*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED*

Description: The reading selection is presented in a series of segments, each followed by comprehension questions.

The teacher may assign a predetermined reading rate of from 50-650 words per minute, or allow the student to determine the rate at which he or she wishes material to be displayed.

If the teacher does not make an



assignment, the student may select automatic presentation rate that he or she desires. The automatic presentation displays the reading selection line-by-line in a series of short segments. Or, the student may select a manual presentation which consists of an untimed display of six to eight lines of a segment. In this format, the student advances to the next display by pressing Return and continues in this fashion until the end of the segment.

Each segment is followed by one to three comprehension questions. The skill-based questions are designed to recap information, consolidate understanding, and develop organizational thinking skills. There are ten to twenty questions per selection.

Evaluative Comments:

Strengths: Comprehension Power is successful with the pre-GED or 4-8 grade level adult reader. Students repeatedly request to use the program.

The program offers students a series of highly interesting adult level texts.

Weaknesses: The most frustrating part of this program

appears in the management system. All students must be entered into the system before they can use the program. Instructors and students can become frustrated rapidly if they cannot use the program. At some sites, students enter their own names in the management system. The program has a massive report that covers twenty-five different reading objectives. Most of the report can be eliminated. In most cases, only one to three questions are asked on any one objective.

Constitution and the Government

Publisher: *Educational Activities*

Cost: \$179

Computer: *Apple*

Subject Areas: *Reading, Citizenship*

Use: *ABE+/GED*

Description: Constitution and the Government offers a problem solving approach to the study of citizenship. The student is asked to answer questions based on case studies. The case studies involve situations an adult learner could experience.



Evaluative Comments

Strengths: The program requires analysis and evaluation of the Constitution. The student approaches the study from a situation base. The reading level varies from 3 to 5. The program lends itself to a group setting.

Weaknesses: The reading level of the program could be a problem for citizenship students.

Core Reading and Vocabulary Development

Publisher: *Educational Activities*

Cost: \$590, \$149/level
Optional Echo and Speech Synthesizer \$99 (Apple)

Computer:

Apple, IBM, TRS-80, Commodore

Subject Area: *Reading*

Use: *ABE*

Description: This program combines reading, spelling, and writing into a sequential course similar to a basal reading series. The student goes through nine steps: reading the word list for the selection, actually reading the

selection, reading the selection by phrases, filling in missing letters from the text, answering comprehension questions, spelling words and phrases, and writing sections of the reading.

Worksheets with each lesson provide additional skill reinforcement.

Evaluative Comments

Strengths: Instructors/tutors report excellent results with Core Reading. The vocabulary on the beginning disk complements Laubach Skill Book 2. The student can easily use Core with Laubach. Literacy Volunteers of America tutors report that the program allows the student another option to reading acquisition. Many instructors recommend the use of the worksheets with the program.

The Apple version has an optional speech component for the featured words in each lesson.

Weaknesses: Some sections of the lower levels of text are juvenile: "A Ride With Ana," "Help (need to get Dad)," "A Ride Home," etc.



Create Vocabulary

Publisher: *Hartley*

Cost: \$29.95

(CC-Pak \$69.95)

Computer: *Apple*

Subject Area: *Language Arts*

Use: *ABE+/GED/DE*

Description: Similar to Create Spell-It only developed for vocabulary practice. The program enables the student to use the computer with "sound" (cassette recorder). The program requires a connect device (CCD).

Can purchase premade disks, ie. Dolch List, with vocabulary words already on them. The tapes need to be made to go with the vocabulary.

Evaluative Comments

Strengths: Instructors can build their own word lists with the program. Creative uses with English as a Second Language students include using the English word as an answer, but putting the definition on tape in the speaker's native language.

Weaknesses: The program needs a cassette connect device.

The instructor must make his/her own tapes on the tape recorder which the learner will use. The tape recorder must be hooked up to the computer when making the tapes. The system is not portable. The cassette recorder must stay with the computer that originally formatted the lessons.

The tapes tend to stretch with use and become out of sync with the computer program.

Creating The U.S. Constitution

Publisher: *Educational Activities*

Cost: \$59.95

Computer: *Apple*

Subject Area: *Reading Comprehension*

Use: *ABE+/GED*

Description: Creating the U.S. Constitution is a limited simulation involving the formation of the Constitution. Students assume roles of participants in the Constitutional Convention.

After students receive a short introduction to the background of the Constitutional Convention and an introduction to the initial decisions they will need to make,



the program selects a character for the student.

The program focuses on four main areas: large/small state debate, upper/middle class debate, the Hamilton Speech, and the Great Compromise. In each case, students must interact with the issue.

Students can read biographies of the eight major players, review information prior to the question, and/or receive help in making the decisions.

Evaluative Comments

Strengths: Students often have a vague understanding of fundamental issues that created the U.S. Constitution. This program has much potential; it moves the student into an active role. Issues can become understandable when the student becomes a key player in the issue. The program lends itself to small groups.

Weaknesses: Students reading in the mid-range, 5-8, can probably handle the material. The student would also benefit from an introduction to the subject before using the program.

Crossword Magic

Publisher: *Mindscape*

Cost: \$49.95

Computer: *Apple, IBM, Atari, Commodore, Mac*

Subject Area: *Reading*

Use: *ABE/ABE+/GED*

Description: Crossword Magic makes crossword puzzles easily and rapidly. Instructors and/or students must enter both the words and their definitions. The completed puzzles can be printed out, saved on disk, or played on the screen.

Evaluative Comments

Strengths: This is one of the most student-friendly pieces of software on the market. It generates interesting class discussions. Students frequently request the opportunity to make their own puzzles.

Weaknesses: Crossword Magic requires a printer that will print graphics. The program uses ribbon at a rapid rate. Print the answer puzzle without lines.



Diascriptive Reading III

Publisher: *Educational
Activities*

Cost: \$245

Computer: *Acorn, Apple,
Atari, Commodore, Pet,
IBM, TRS 80*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: Diascriptive Reading follows the format of Diascriptive Language Arts. The student takes the diagnostic test, is placed into reading skill areas, and works through the tutorial lessons. The diagnostic test covers details, inference, main ideas, and vocabulary.

Evaluative Comments

Strengths: The practice exercises on details, inference, main idea, and vocabulary are sound. When a student misses an answer, he/she must return to the text and reread to find the answer.

Weaknesses: The program doesn't really teach reading comprehension. It provides simple tutorial with drill and practice on details, main idea, and

vocabulary.

Dilemma

Publisher: *Educational
Activities*

Cost: \$139

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Reading selections on Dilemma follow the "choose your own adventure" format found in paperback books. The student must select a course of action at critical points in the text. The selections cover topics on family issues, drug abuse, gangs, and quitting school.

The comprehension questions include main ideas, sequencing, distinguishing fact from fiction, inferences, and the identification of synonyms and antonyms.

Evaluative Comments

Strengths: Interesting format. The reader controls the direction of the story. The student must take an active part in the reading process.

Weaknesses: Some of the topics may not be appropriate for some adults; topics center on high



school/young adult issues. There are a limited number of choices.

Gapper: A Computer-Based Language Arts System

Publisher: *HRM Software*

Cost: \$95

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/ABE+/GED/DE*

Description: This text editor/reading program allows instructors/tutors to customize reading to student needs. The instructor/tutor enters the reading text and questions into the editor program. The students survey the preview questions, read the timed text, answer comprehension questions, and complete two different types of interactive cloze completions.

The program is set up as a game. The students gain points through successfully completing the reading, answering the comprehension questions, and doing cloze checks.

The editor/writer portion of the program allows instructors/tutors to modify the questions, the

spacing of cloze, to select specific words for omission, and to easily enter text.

The management system records individual and class results.

Evaluative Comments

Strengths: Gapper is easy and flexible. Instructors/tutors can enter selections from almost any type of text without using the manual. The comprehension questions can reflect the preference of instruction. The instructor/tutor has complete control over the text, questions, and cloze exercises.

The game format encourages group interaction. English as a Second Language students often prefer the program in small group or classroom settings.

Weaknesses: Some students have difficulty with the game format. Although the points can be "shut off" (not displayed on the screen), the program will stop if the learner misses too many points.

The data disks, the disks an instructor/tutor would make, hold only five selections per disk. Someone must make the data



disks. The process is easy. Most instructors/tutors can enter the material with few problems, but it must be done.

Leap 1

Publisher: *Educational Activities*

Cost: \$295

Computer: *Apple, IBM*

Subject Areas: *Reading, Writing*

Use: *ABE/ABE+/GED*

Description: Leap I uses a language experience approach to reading and writing. The first two lessons focus on keyboarding; the remaining eleven encourage the student to write on suggested topics.

The program has intensive follow-up activities using the student's text. The instructor edited activities can easily be printed from the LEX disk.

Evaluative Comments

Strengths: Leap I offers the language experience based reading program the potential of using a computer to aid instruction. The vocabulary word data base, actually the accumulated total of all words

used in the language experience exercise, can be the basis of many different learning exercises.

Many instructors/tutors will find the follow-up lessons, LEX, helpful. The lessons offer the student a wide variety of exercises. The program may be worth purchasing for the follow-up lessons.

Instructors can easily generate worksheets for students.

Weaknesses: Although the package encourages the learner to type in his/her text, instructors/tutors may quickly find that having students type in text is impractical. Students who barely read often have difficulty typing.

The editing system is archaic. Editing functions, deletions, insertions, or changes, force the student to reread the entire line. The next revision of the program should provide students with an editing system that will allow much simpler revision of text.

Leap I requires setup. The novice doesn't pull the program off the shelf and begin using it. The disks need to be formatted. The operation takes time. Setup is not difficult but it can be frustrating.



Keys to Responsible Driving

Publisher: *CBS Software*

Cost: *\$111.95*

Computer: *Apple, IBM*

Subject Area: *Driving*

Use: *ABE+/GED*

Description: Driver's education software that guides the user through control skills, handling, and maneuvering, signs, markings, and regulations, seeing and reacting, city and town driving, changing lanes and turning, open roads, highways, and country driving, driving on the expressway, fitness to drive, and higher-risk driving. The program offers pretests and posttests.

Evaluative Comments

Strengths: Students request this program. The questions and multiple choice answers require knowledge. If the learner does well with the posttest and reads the driver's manual for his/her state, he/she is generally ready for the written test.

Weaknesses: Easier to use if two disk drives are available. Limited management system includes pretests and posttests and the

chapter the learner is presently working on.

M-ss-ng L-nks

Publisher: *Sunburst*

Price: *\$59*

Computer: *Apple, TRS-80, Commodore, IBM*

Subject Areas: *Reading, Writing*

Use: *ABE/ABE+*

Description: The disk contains passages from various writings with letters or words missing. The patterns of the missing letters/words cover nine levels.

The program disks include literature, classics, micro-encyclopedia, "English Editor," and "Spanish Editor."

Evaluative Comments

Strengths: As with most cloze exercises, students will have to use word structure, content, syntax, spelling, and grammar to correctly type in the missing letter/word.

The "English Editor" disk provides the instructor with an easy method of creating student disks. Students will certainly learn the material as they progress through



the levels.

Some programs have placed literacy level exercises on M-ss-ng
L-nks.

Weaknesses: Some instructors/tutors and their students have much difficulty with cloze exercises. The student needs to type the word in correctly. Keyboarding skills are an asset when using this program.

The student must be familiar with the text. Avoid using disks developed by Sunburst. Disks such as "Classics-Old and New" are very frustrating for adult literacy students.

Our Weird and Wacky World

Publisher: *Educational Activities*

Cost \$59.95

Computer: *Apple, Atari, TRS 80, Commodore, PET*

Subject Area: *Reading*

Use: *ABE/ABE+*

Description: There are two programs under this title: "Literal Comprehension" and "Critical Comprehension." The program uses both cloze and

comprehension questions to check understanding of the text.

Copyable worksheets accompany the package.

Evaluative Comments:

Strengths: This was one of the first reading programs available for adult readers on the third through six reading grade levels. It contains interesting text with good inferential comprehension questions. The worksheets include adult survival topics.

Weaknesses: There is no branching beyond the identification of a correct or wrong answer.

Reading and Writing Connection I & II

Publisher: *Hartley*

Cost: \$49.95/level

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED/DE*

Description: A four disk system with two disks per level that incorporates reading and writing. "Disk I" gives the student a sentence containing a preposition or conjunction and asks him/her if



the second sentence containing a conclusion or statement is true, false, or questionable. "Disk II" requires the student to connect two sentences with a linking word (preposition or conjunction). On level III, students select the best ending to the second sentence.

Finally students combine and rewrite sentences using the correct linking words to make a paragraph.

The management system includes the results of the pretest, progress checks, and posttest. It is possible to view the sentences that students missed.

The teacher's utility allows the text on the first two disks to be changed.

Evaluative Comments

Strengths: Good for comprehension development as well as for writing complex sentences. The reading programs on the second level force the reader to make inferences.

The text can be modified on "Disks I and II" to match vocabulary to instruction.

Weaknesses: Although the text

can be altered, the process is fairly difficult.

The program is "packaged" as a kiddie program; the disk's label looks juvenile.

Reading Around Words

Publisher: *ICT*

Cost: *\$150/set*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE+/GED*

Description: Program uses contextual analysis to develop vocabulary. There are nine levels (fourth through twelfth grade words) with four diskettes in each level. Each level has twenty lessons of twelve words each. The program begins with a sixty word pretest. The student then receives a list of words missed and the perscribed lessons.

The vocabulary words are presented in context sentences and paragraphs. Upon completion of the lesson, the student takes a posttest over the words he/she missed.



Evaluative Comments

Strengths: The students work only the words they missed in the pretest. The words are of adult interest. The program responds to the first error by having the text reappear with the clue portion underlined. At the second error an explanation of the correct answer appears.

Weaknesses:

The pretest is fairly long (60 words). Some of the definitions are marginal. If the student makes an error typing in the correct word, the monitor immediately shows "no."

Skills Bank

Publisher: *Softwriters Development Corporation/
American Micro Media*

Cost: \$750 (*school price*)

Computer: *Apple, IBM*

Subject Areas:

*Comprehension, Math,
Grammar*

Use: *ABE+/GED/DE*

Description: Competency based fifty-one disk system in reading, math, and language arts. Each competency area includes a brief

tutorial, practice problems/exercises, a pretest, and two post-tests. The program prescribes lessons based on the results of the pretests. Each student may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components.

For example, in figurative language the component includes: similes, metaphors, hyperbole, and personification.

Language arts concepts include: language (language expression, frequently confused nouns and verbs, using verbs, adjectives, and adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons,



colons, and capitalization).

Math concepts include: math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration, number theory, number sentences, and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio, fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications), and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes and tests, charts of individual progress within classes, and summary reports of groups of student progress.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own

individual study programs on disk or in print. Each student has his/her own disk and can begin to work immediately on his/her own lessons. The multiple choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency based instruction in reading, math, and language arts. Purchase includes authorization to copy sufficient guides, sufficient teacher and student disks, annual updates, and technical and newsletter support from the publisher. Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students.

Smart Alex

Publisher: *The Smart Alex Press*

Cost: \$531.90 (22 tapes)

\$359.35 (Consonants)

\$392.30 (Vowels)

Computer: *Apple IIe,*

Commodore, IBM

Subject Area: *Reading*

Use: *ABE*



Description: Smart Alex is a sound-based comprehensive phonics program that includes diagnostic tests and individual lessons on consonants and vowels. The program involves a computer connected with a tape recorder via a connect device. The student views the pictures on the screen, hears an explanation on the tape recorder, and answers on the computer.

The diagnostic test requires that the student select the correct letter(s) after hearing the word from the tape recorder and seeing the picture on the screen. The responses are tabulated, and a summary of the student's results are available upon completion of either the consonant or vowel diagnostic tests. The consonant test includes questions covering initial consonants, digraphs, silent letters, initial and final blends. The diagnostic test on vowels includes short and long vowels, r-controlled vowels, diphthongs, and schwas. The instructor or student records the results of the tests on a recording sheet available with the program.

The program is designed to operate in combination with an instructor or independently with the student selecting those sounds

he/she needs practice with. Each lesson consists of a short tutorial with practice hearing and responding to the sounds covered in the lesson.

Evaluative Comments

Strengths: The tape recorder with the cassettes bypasses the sound problems so common with computer generated sound. The cassette tapes are included with the program. (A sound program with no cassettes to make is attractive to many programs that have spent hours making cassette tapes.)

Smart Alex is a complete program. The student can take the diagnostic test(s), record his/her scores, and work on the sounds he/she needs. In a crunch, the diagnostic test(s) can replace the oral phonics inventory.

Students have commented repeatedly that the program provides them with excellent feedback on sounds.

Weaknesses: Smart Alex doesn't have a management system for the individual lessons, and the management system for the diagnostic tests can easily be wiped out.



The graphics on the diagnostic test include a smile for a right answer and a frown for a wrong answer. Although students seemed less appalled with the faces than their instructors, the faces should be eliminated.

Speed Reader II

Publisher: *Davidson & Associates*

Cost: \$49.95

Computer: *Apple, IBM, Mac*

Subject Area: *Reading*

Use: *ABE/GED/DE*

Description: Two disk program that includes a program disk with five reading activities and data disk with thirty-five reading selections. The program provides practice in letter and word recognition, phrase reading, timed page reading, and timed whole reading. After the phrase reading and two timed sections, the student answers four comprehension questions. The timed readings can be preset or self-paced.

Instructors can make their own data disks or purchase additional data disks on the upper elementary, intermediate, high school, and college/adult levels.

Evaluative Comments

Strengths: The program is flexible. The instructor made data disks provide the instructor with the opportunity of matching text to student needs.

The timed readings are widely used in speed/comprehension building courses. Students consistently improve their speed/comprehension. The exercises can be preset, self-set, or read after the reading.

The price is right. Programs on limited budgets can afford this program.

Weaknesses: The program requires the student to go through a number of steps before getting to the actual reading selection. Sometimes students and their instructors become frustrated in the process. (Screen dumps of each step with the exact instructions have eliminated some of the frustration.)

Instructors can make their own data disks, but material must be under 1,000 characters, and the process takes time. Most instructors will shy away from building their own data disk banks.



There is no management system. Learners must record their own rates and scores.

The first exercises, letter and word recognition, are difficult for many adult students. They cannot type the flashed letter/word fast enough. Many instructors avoid the first two exercises and heavily use the last three exercises.

The Final Chapter: A Case Of Memory

Publisher: *Ombudsman*

Cost: *\$49/story (Part of a Series)*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: High interest reading selections are presented with prereading activities, follow-up questions, and suggested writing activities. The comprehension questions include vocabulary in context, synonyms, usage, and spelling.

A simple management system tracks student progress.

Strengths: Students find the text, "The Kidnapping of Charles Urschel by Machine Gun Kelly,"

highly motivating. They discuss the events with each other.

Weaknesses: Neither format nor comprehension questions are unique. It's the text that fascinates students.

Those Amazing Reading Machines I-IV

Publisher: *MECC*

Cost: *\$49/level (four levels)*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Programs designed to provide practice in sequencing and spotting detail. The student matches description to an action model, cuts and pastes paragraphs to fit the sequence of an action model, and finally studies a sequence and corrects the description.

The management system allows the instructor to select the number of program parts, the number of problems, the mastery level, and the difficulty of the cut and paste exercise.



Evaluative Comments

Strengths: The program provides an interesting approach to sequence and detail. The student must carefully observe the action model and translate that action to printed text.

Weaknesses: The sequences may be difficult to see. Learners with visual impairments (e.g. bifocals) may find it very difficult to observe the "action sequence."

Tutorcourse BLS 100R: Reading Comprehension

Publisher: *BLS Inc.*

Cost: \$599

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Reading 100 is part of a large stand-alone system that includes reading, English, and math. The system contains competency based lessons from the 3.0 reading level through the 11.0 reading level. Reading 100 is the first reading program in the series and can be purchased separately.

The competency based reading

program includes pre and post tests, explanations of the competency (tutorial), and practice problems. The reading selections cover adult life skills and survival topics.

The eight disks cover following directions, reference skills (alphabetical order, maps, etc.), reading for details, finding the main idea, critical reading (fact vs. opinion, fiction/nonfiction), sequence, inferences, vocabulary skills (compound words/word parts, homonyms, context clues), and phonic analysis (vowels/consonants, digraphs and diphthongs, syllables, etc.). Each disk moves from simple to complex.

Some of the disks include student worksheets or require that the student read from a supplemental booklet.

A "Report Generator" disk can be purchased separately.

Evaluative Comments

Strengths: The reading topics are interesting, definitely of adult interest, and contain survival skill information. For example, on the Interpretation II disk, the student would read an article discussing



the amount of impact generated by a car hitting a tree at 10 miles per hour; a description of King, a watchdog for the U.S. Air Force; the relationship between Melanin and freckles; and the law associated with two cars stopping at an intersection.

The series can be purchased as a unit or as individual components. Updated versions are provided by the publisher free of charge.

Weaknesses: The phonics disk can be eliminated. Reading about phonic elements doesn't necessarily make the student a better decoder. The program appears much like a textbook on the screen. Updated versions should feature more graphics, perhaps the addition of sound, especially in the lower level reading units, and more branching.

Vocabulary Skills: Context Clues

Publisher: *Media Materials*

Cost: \$49.95

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE/GED*

Description: Vocabulary Skills guides students through practice

in the identification of context clues. The program comes with excellent reproducible worksheets.

Evaluative Comments

Strengths: The tutorial information on context clues and how they are used is helpful.

Weaknesses: The theme of the disk is Wizardry which is difficult to explain to English as a Second Language students. The theme and graphics may not be appropriate for all adult students. The use of graphics makes the program slow.

Vocabulary Skills: Prefixes

Publisher: *Media*

Materials

Cost: \$49.95

Computer: *Apple*

Subject Area: *Language Arts*

Use: *ABE/GED*

Description: The program provides a tutorial on prefixes, roots, and suffixes. The information is helpful, and the presentation through the theme of a muscle man is not distracting.



Evaluative Comments

Strengths: The program offers a good tutorial on word attack strategies for ABE level students. Worksheets, pretests, and post-tests are included.

Weaknesses: Some students find the pacing of the program too slow. Try the program out on students first.

Vocational Readers

Publisher: *Fearon*

Cost: \$249, \$450 *Pkg.*

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The complete package includes cassettes, readers, and computer disks that contain follow-up exercises. The student either reads or listens to the text then works on the computer. The disk includes comprehension questions, exercises on vocabulary, and drill on the idioms presented in the reader.

Each situation based reader covers a different job. The jobs are typical of those held by adult literacy students.

Evaluative Comments

Strengths: The situations involve adults with realistic problems. Although the disk is not essential to the package, the disk offers the student unlimited practice, especially on vocabulary and idioms.

In a tutor setting, the program can add an element of controlled extended practice beyond the instructional setting.

Weaknesses: The disk includes very little branching and must be used with the text. It is very likely that the disks could outlast the readers. The job situations, although realistic, are jobs paying minimum wage.

Where In The World is Carmen San Diego

Publisher: *Broderbund*

Cost: \$49.00

Computer: *Apple*

Subject Area: *Problem Solving*

Use: *ABE/GED*

Description: A combination game and teaching tool -- this program can have many uses. As students try to solve a crime, they



will have to use a map, look up clues in the World Almanac that comes with the disk, and use deductive reasoning. As the students move to each location, a famous building in that location is drawn on the screen and the students are given some local history.

Evaluative Comments

Strengths: Students must look up information in order to complete the program. It is good training in beginning research, and in this format, students love to do it.

Some literacy programs use this program for beginning computer literacy training. Students find the program nonthreatening. It is a good group activity.

Weaknesses: The program is difficult to fit into a curriculum and use in a lab.

Word Attack

Publisher: *Davidson*

Cost: \$49.95

Computer: *Apple, IBM, Macintosh, Commodore*

Subject Area: *Reading*

Use: *ABE/ABE+/GED/DE*

Description: This tutorial program includes an introduction to the vocabulary word with its definition, practice in matching the word to the right definition, practice in using the word in context, and an arcade type game that matches words and definitions. The disks come with extensive word lists as well as the opportunity to make your own word lists. Words are not only grouped by level but by parts of speech. Learners can choose to work on verbs, nouns, or adjectives.

Evaluative Comments

Strengths: Vocabulary data disks can be created and shared. The data disks are available on level 4-5, 6-7, 8-9, SAT words, Roots, and Prefixes.

Weaknesses: Words entered can be no longer than thirteen letters. Phrases are not accepted. Some keys have dedicated functions, for example the equal sign. This creates difficulty when trying to enter math terms and use the definitions for examples. Life skills phrases such as "No Trespassing" do not fit because they are too long and are phrases.



Word Muncher

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: Drill program presented in a game format that requires the student to match the featured vowel sound with the words given in the grid. The student must move fast enough to avoid the "Toggle."

The management system allows the instructor/tutor to turn the context sentence off, set presentation order, see/change words, see/change content groups, set the number of time/items, set performance level, and print out students' records.

Evaluative Comments

Strengths: Some students will find the program a refreshing approach to practice on vowels. The management system prints out the student's responses.

Weaknesses: The program is built on an arcade game format (i.e. Pac Man). Students who are not ready for timed drills may be frustrated.

Words At Work:

Compound It

Publisher: *MECC*

Cost: \$49

Computer: *Apple*

Subject Area: *Reading*

Use: *ABE*

Description: The program contains three games, "Clown Around," "Cowbell," and "Compound Game," that are intended to increase proficiency in dividing compound words, identifying the meaning of the entire word, and matching the meaning with the compound word in a concentration type exercise.

Evaluative Comments

Strengths: The objective based games progress in difficulty from identification of compound words to the meaning of the word, to identification of the entire word. The graphics are impressive. The student cuts the compound word into its parts with a clown on a unicycle. The management system allows the instructor/tutor to easily tailor lessons to students.

Weaknesses: Although the program allows the instructor/tutor to design the lessons, it does not allow alteration of the text.



Words At Work:
Prefix Power
Publisher: *MECC*
Cost: \$49
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: Prefix drill program that requires the student to identify the prefix, select the correct meaning of the prefix, and match the meanings. The management system allows the instructor/tutor to easily change the groupings, the prefixes included in the groups, and the level of success, etc.

Evaluative Comments

Strengths: Nicely constructed three game series for the identification and practice of prefixes. The management system is easy to use.

Weaknesses: The graphics, especially on the first game, "Hot Stuff," appear juvenile. They would not be appropriate for some students in some settings. Cannot alter the content of the sentences.

Words At Work:
Suffix Sense

Publisher: *MECC*
Cost: \$49
Computer: *Apple*
Subject Area: *Reading*
Use: *ABE*

Description: The program consists of four drill based games designed to move the student from the identification of the suffix to matching the suffix with its meaning. The management system is extensive, easy to use, and allows the instructor/tutor to tailor lessons to students' needs.

Evaluative Comment:

Strengths: The program provides practice with suffixes. The instructor can arrange the suffixes, the presentation order, the level of mastery, and select the suffixes for inclusion.

The program provides an "active" graphic for interaction. The student moves the ax and slices the word between the root and suffix.

Weaknesses: The graphics are designed for children. The little girl types the correct spelling of the base word on her computer in the second exercise. Some adults will find the graphics demeaning.



MATH SOFTWARE LISTED ALPHABETICALLY



Adventures with Fractions

Publisher: *MECC*

Cost: \$49

Computer: *Apple, Commodore*

Subject Area: *Math*

Use: *ABE*

Description: This disk contains three programs: "Comparing Fractions," "Cross Products," and "Ransom." These programs are designed as tutorials to help students work with common denominators and ordering of fractions. "Ransom," a simulation/game, tests students' ability to compare like and unlike denominators.

Evaluative Comments

Strengths: The tutorial gives explanations in words and pictures. The graphics help students to visualize the difference in fractions, especially in cases like $1/2$ and $5/8$.

Weaknesses: The program has a limited number of instructions applications; it needs to be integrated into curriculum to be widely used.

Arithmetic Doctor: Fractions

Publisher: *Educational Activities, Inc.*

Cost: \$129

Computer: *Apple*

Subject Area: *Math*

Use: *ABE/ABE+/GED/DE*

Description: The program has four disks per operation with 12 to 20 levels of difficulty for each operation. The student begins with a pretest. If he/she fails a level, the program moves to drill and practice.

Students can practice problems on the computer or select a computer generated worksheet.

The management system allows the instructor to determine the number of practice problems, the passing percentage, and alter the parameter of the pretest. This is a testing, drill and practice, and worksheet generating program; it is not a tutorial.

Evaluative Comments

Strengths: When a student does not pass a level, the program stops and moves him/her to the appropriate lesson level. The



The option to print worksheets at the student's instructional level will appeal to many instructors. The program has a concise, easy to use management system.

Weaknesses: Some students may find the breaks between finishing a problem and getting the next one too long. Although the publisher states that this is not a tutorial, it would be helpful to see more branching on wrong answers.

Best of Education - 064

Publisher: *Public Domain*
Cost: *No Charge*
Computer: *Apple*
Subject Areas: *Spelling, Math*
Use: *ABE/ABE+/GED/DE*

Description: Contains a variety of history (facts, dates, names, states), math (fraction drills, multiplication drills), and reading (vocabulary) programs. The math programs offer drill and practice on fractions, multiplication, subtraction, and a demonstration of long division.

Evaluative Comments

Strengths: Good math practice drills on fractions and multiplication. No charge.

Weaknesses: The program does not begin with a menu. The user must type "catalog" to get a list of the programs, and then type "run" with the program's name. The program must be typed in exactly. The steps necessary to access the program may be frustrating for the new computer user.

Math, reading, and history programs are on one disk. Some programs may be very good; others are poor. It is helpful to provide users with annotated listings of the programs.

Chemeketa Math Drills

Publisher: *Public Domain*
Cost: *No Charge*
Computer: *Apple*
Subject Area: *Math*
Use: *ABE+/GED*

Description: This is a collection of short flash card drill and practice programs in addition, subtraction, multiplication, and division. There is an emphasis on trouble spots, such as the times



tables of 7, 8, and 9. Students are not timed in these drills. After two misses, the correct answer is given.

Evaluative Comments

Strengths: These are short to the point exercises that address specific learning objectives. The program is free.

Weaknesses: There is no menu. Students must type "run" and correctly spell the program's title.

Easy Graph

Publisher: *Grolier Electronic Publishing*

Cost: \$59.95

Computer: *Apple*

Subject Area: *Graphs*

Use: *ABE/ABE+/GED*

Description: This is a graph explanation and development program that guides the student through making bar, pie, and linear graphs. The students will be able to create their own simple graphs with the program.

Evaluative Comments

Strengths: This is a learn-by-doing approach to understanding graphs. Students can print their

own graphs.

Weaknesses: The program has limited capacities to create graphs. Categories are limited to nine letters. It prints only one graph per page.

Math For Everyday Living

Publisher: *Educational Activities*

Cost: \$109

Computer: *Apple, IBM, TRS 80, Atari, Commodore, PET*

Subject Area: *Math*

Use: *ABE/GED*

Description: This is a math word problem program that places the student in survival based situations. The learner must use addition and subtraction to pay for a meal, multiplication to work with a sales slip, division with unit pricing, division with transportation, percent with sales tax, multiplication in finding a job, and fractions in computing overtime. The program guides the student through the necessary steps towards the solution.



Evaluative Comments

Strengths: This math program helps students develop survival skills. The guided steps encourage the student to develop problem solving strategies.

Weaknesses: Some students become impatient with the program when they solve the problem without following the steps indicated in the program.

Math Sequences

Publisher: *Milliken Publishing*

Cost: \$125/set Apple,
\$495/set Atari

Computer: *Apple, Atari 450*

Subject Area: *Math*

Use: *ABE/ABE+/GED*

Description: This is an extensive and expensive math program which goes from number readiness to algebra. Each operation has its own disk, making it possible to work in smaller steps and allowing for extensive practice. The management system keeps track of student progress and allows the instructor to set the mastery level and the number of problems that each student

completes. If students do not meet the criteria, the program will stop and recommend that they see their instructor. The instructor can use the DRILL command to bypass the management system completely. When a student cannot work a problem, the program provides a tutorial.

The basic skills disks may be purchased in multiple-loading format. Once the program has been loaded, the disk can be removed and loaded onto other computers. This makes it possible for several students to use the same program simultaneously.

Evaluative Comments

Strengths: The management system makes it easy for the instructor to monitor student progress. Feedback after wrong answers is excellent. Learners are immediately guided through the problem step by step. The entire program covers many operations with lots of practice.

Weaknesses: There is some inconsistency in number placement for answers. For example, if the answer is 23, in some cases the 2 would be entered first and in other cases the 3 would be entered first. This



is not a major problem, since a question mark indicates which number is needed. When the management system is used, students must have individual passwords and must remember their passwords to re-enter their files.

Math Shop

Publisher: *Scholastic*

Cost: \$49.95

Computer: *Apple*

Subject Areas: *Math, Problem Solving*

Use: *ABE*

Description: Students deal with customers in a variety of shops: boutiques, dairies, grocery stores, etc. Each shop requires a different math operation. Shops on the upper level are more difficult and require advanced math skills.

Evaluative Comments

Strengths: The program offers a variety of realistic math simulations. The student must be accurate and work under the pressure of time.

Weaknesses: Anticipate some frustration with the timer; it cannot be adjusted. Some of the simulations lack realism. In the

boutique, the largest change allowed is 25 cents.

Mathematics: Solving Story Problems

Publisher: *Houghton*

Mifflin Microcourseware

Cost: \$532 (52 disks with backup and management)

Computer: *Apple*

Subject Area: *Math*

Use: *ABE/GED*

Description: Basic skills word problem program that requires the student to go through four steps: get to know the problem, compute a plan, solve the problem, and look back at the solution. The student must first decide what is asked then whether he/she can solve the problem based on the given information.

Evaluative Comments

Strengths: Encourages the student to think methodically through the problems. Word problems deal with real world situations.

Weaknesses: In some cases not enough information is given. Some



of the vocabulary may be difficult for English as a Second Language students.

Skills Bank

Publisher: *Softwriters Development Corporation/
American Micro Media*

Cost: *\$750 (school price)*

Computer: *Apple, IBM*

Subject Areas:

Comprehension, Math,

Grammar

Use: *ABE+/GED/DE*

Description: Competency based fifty-one disk system in reading, math, and language arts. Each competency area includes a brief tutorial, practice problems/exercises, a pretest, and two post-tests. The program prescribes lessons based on the results of the pretests. Each student may receive the prescription on disk or as a handout.

Reading concepts include vocabulary (compound words, Greek elements, root words, prefixes, and suffixes), word knowledge (words with multiple meanings, homonyms, synonyms, antonyms, and idioms), and reading comprehension (literal comprehension, interpretive

comprehension, critical comprehension, and figurative language). Each concept is further divided into finer components.

For example, in figurative language the component includes: similes, metaphors, hyperbole, and personification.

Language arts concepts include: language (language expression, frequently confused nouns and verbs, using verbs, adjectives, adverbs, and pronouns), spelling (forming plurals, suffixes, and tricky words), and punctuation (periods, question marks, exclamation points, apostrophes, quotation marks, greetings and closings of letters, semicolons, colons, and capitalization).

Math concepts include: math computations (operations with whole numbers, decimals, fractions, mixed numerals, ratios, and percents), math concepts (numeration, number theory, number sentences, and number properties), math word problems (one-step word problems, two-step word problems, needed operation and information, ratio, fractions, decimals, percents, using proportions, using number sentences, percentage applications, and miscellaneous applications),



and measurement and introduction to geometry and algebra (measurement, introduction to geometry, graphs, integers, introduction to algebra, and mixed topics).

The management system produces records on individual student achievement, amount of time worked on lessons, quizzes and tests, charts of individual progress within classes, and summary reports of groups of student progress.

Evaluative Comments

Strengths: The prescription feature makes it quick and easy to hand students their own individual study programs on disk or in print. Each student has his/her own disk and can begin to work immediately on his/her own lessons. The multiple choice questions include quit, hint, 1, 2, 3, 4, and read options. Wrong answers are explained.

Skills Bank includes a total package for an instructional setting that needs competency based instruction in reading, math, and language arts. Purchase includes authorization to copy sufficient guides, sufficient teacher and student disks, annual updates,

and technical and newsletter support from the publisher.

Reports are predefined and easy to print out.

Weaknesses: Some of the reading passages are definitely written for K-9 students.

Survival Math

Publisher: *Sunburst*

Cost: \$65

Computer: *Apple, TRS 80, Atari 400 & 800,*

Commodore 64

Subject Area: *Math*

Use: *GED*

Description: Students select from "Smart Shopper Marathon" to "Foreman's Assistant" in this real life simulation. The program requires that the student consider the integration of time, money, and quality of products in selecting options.

Evaluative Comments

Strengths: This program gives the student a reason to learn math and reinforces skills. If the student is successful with "Foreman's Assistant," he/she may be ready for the GED math test. This may be used as a group



project; it encourages conversation.

Weaknesses: Students must have a good foundation in basic math skills before using this program.

Word Math

Publisher: *Milliken*

Cost: \$295

Computer: *Apple*

Subject Area: *Math*

Use: *ABE/GED/DE*

Description: The program teaches a strategy for solving word math problems and then assists the student in using that strategy. It asks the student to decide whether the answer will be bigger or smaller than the numbers given, then to choose the correct operation, and finally to do the calculation. Each disk includes both simple and complex problems involving whole numbers. The disks include forward/reverse order, extra numbers, hidden numbers (words such as twice or dozen which are not written in numerical form), and key words.

The management system keeps track of student progress and allows the instructor to set the

mastery level and the number of problems that each student must do. If students do not meet the criteria, the program will stop and recommend that they see their instructor. However, for flexibility, the instructor can use the DRILL command to bypass the management system completely.

Evaluative Comments

Strengths: Word Math helps the student through the thinking and reading process necessary to solve word problems. This is especially useful for English as a Second Language students because it helps them with the terminology of word problems.

Weaknesses: Topics for the word problems are somewhat juvenile, and the graphics that accompany the answers could be eliminated.



RESOURCES



Technical Glossary

Alphanumeric key: a key that, when tapped, produces a letter, punctuation, or number on the monitor screen.

Application software: programs designed to handle specific types of information and achieve useful results or answer problems; for example, database management, word processing, spreadsheets.

ASCII: American Standard Code for Information Interchange; the standard code used to transmit information within, to, and from computers.

Back-up: a copy of a program or data file made by the user onto a separate storage medium, such as a disk or hard disk, so that copy will be preserved against possible loss or damage to the original.

BASIC: Beginners All-purpose Symbolic Instruction Code; a high level language, standard on most microcomputers.

Baud: a bit of measurement used to specify the speed of data transmission in one second intervals. Usually used in reference to telecommunications.

Bit: the smallest unit of code for information occurring either as a 1, which indicates the presence of voltage, or as a 0 (zero), which indicates the absence of voltage.

Boot: to load a new program into RAM: may be done "warm" or "cold," meaning the computer is off.

Byte: measurement of storage, a string of bits, generally eight, which is often used to represent a single character.

CD-ROM: Computer Disk-Read Only Memory. A disk encased in a plastic coating which is "pitted" with electronic data and has an ultra-high density storage capacity which is read by a laser. Cannot be changed by the user.

Compatibility: software compatibility refers to the ability to run programs on a variety of computers. Hardware compatibility means that various components may be connected directly.

Control key: (1) a key pressed which initiates some kind of physical control action but which isn't printed on the output page, for example, line feed, tabs, paragraph indentation, (2) sometimes used in conjunction with other keys in order to define unique commands.

CPU: Central Processing Unit; the "brain" of the computer, the chip that orders information and directs it around the computer.

CRT: Cathode Ray Tube used for video display on a screen.

Cursor: the line, flashing box, or other blinking symbol that appears on the monitor to show where the next keystroke will appear.

Data: information that is input to a computer system and is then processed by a mathematical and logical operation so that it can ultimately be output in a sensible form.

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Database: a collection of like records of information (i.e., mailing addresses, client profiles, book listings) that can be flexibly organized, sorted, re-ordered or selectively retrieved.

Desktop Publishing: the use of personal computers and application software combining text and graphics to design hard copy layout. Produces high-quality documents, such as periodicals, newsletters, and other materials.

Desktop Publishing System: a combination of hardware and software products used for desktop publishing, including a computer, layout or page-formatting software, and a high-resolution output device, such as a laser printer.

Disk: see floppy disk, hard disk, or micro-floppy disk.

Documentation: a collection of documents or information which describes a computer program information system, or required data processing operations.

DOS: Disk Operating System; a collection of programs providing the CPU with specific instruction for transferring data from the disk to the computer and from the computer to the disk. Most commonly used DOS programs are those for formatting and copying (making back-up) disks.

Electronic Mail: the transmissions, storage, and distribution of text materials in electronic form over communication networks.

File: data arranged under a single title (such as Annual Report) in RAM or on a disk.

Floppy disk: a magnetized mylar wheel used to store data and programs outside the computer RAM. Disks measure 5.25 in diameter and are sealed in a protective square cover which is lined with a software material that cleans the disk as it rotates.

Font: a group of type of one style and size.

Format: (also initialize) to prepare, via a program, a floppy disk to receive data according to the protocols of a particular DOS.

Hard disk: used to store data and programs outside of the computer's RAM. Hard disk systems have faster read/write access times, high storage capacity, and a greater reliability than do floppy or micro-floppy disk systems.

Hardware: the physical components of a computer i.e. keyboard, printer, disk drive, CPU, monitor.

High-level language: programming languages designed for users to write instructions in English-like statements rather than in machine language.

High Resolution: the capability of producing and reading at least 256 lines or columns of dot patterns on a CRT. High resolutions graphics produce an image that has the detail approximating that of a photograph.

Initialize: see Format.

Input: instructions or information going into the computer by keystroke, light pen, touch screen, mouse, or other device.

K: Kilobyte: 1024 bytes of memory.

Kerning: placing letters relatively closer to or further from each other; to make certain letter combinations look better.

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Laser Printer: a printer that use a laser beam to imprint page images onto paper.

Layout: the planning, design, and arranging of text and graphics on a page.

Light Pen: a hand-held optical character recognition device used for data entry into many types of terminals.

Load: to enter a program or data file into RAM from an external source such as a disk drive.

LAN: Local Area Network: a communications network which typically uses cables to connect computers within a limited physical area such as an office building.

Leader: regularly spaced intervals of the same character, usually to lead the eye across the line, as the dots in a table of contents between the end of a title and the page number.

Leading: the extra space between lines of printed text (rhymes with heading).

Menu: a list of command choices in a program displayed on the monitor for the user's convenience.

Micro-floppy disk: magnetized mylar wheel used for long term storage of data and programs outside of the computer's RAM, encased in hard shells with a metal shutter to protect the media from damage due to improper handling or dust. The disks measure 3.5 or 5.25 inches in diameter.

Microprocessor: a chip, often the CPU, which is used to move data around or to perform calculations.

Modem: MODulator-DEModulator; a device which makes it possible to transfer information between computers over telephone lines.

Optical Disc Storage: method of storing data which can be read by a laser. There are three main categories; prerecorded disks, disks that a laser drive can write on but not erase, and erasable disks.

Operating system: the program by which the CPU operates.

Program: a set of instructions written in a computer language telling the computer how to process data or interact with peripherals.

RAM: Random Access Memory: the workspace of the computer into which a program and data can be loaded; information can be read from or written into any part of the RAM almost instantly. RAM is temporary and of finite size.

READ: the CPU reads or copies information from a disk to RAM i.e., a program or data file.

ROM: Read Only Memory; permanent system instructions built into the computer on chips, the CPU can read the instructions in ROM, but cannot write new ones into it.

Save: a common command to the computer, directing it to store the contents of RAM on a disk or other storage device.

Scanner: a device used to scan images and translate the images into a digitized form which can then be used by computer. **Software:** computer programs, the instructions by which the machine operates, which includes both systems oriented programs (i.e. DOS) and applications programs (i.e., word processor, database).



Storage: the keeping of data or programs; generally storage implies keeping a file outside of RAM, as on a disk or tape for long term storage.

Telecommunications: the transmission or reception of signals by electromagnetic means. Usually pertains to the transmission of computer signals over telephone lines.

Write: the CPU writes, or enters, information from RAM onto a storage device such as a disk.

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Software Analysis Glossary

ABE: 0-4 Reading Grade Level Majority of instruction is spent on decoding skills (includes phonics), sight word vocabularies, word attack skills, and survival reading (charts, graphs, signs, etc.).

ABE+: 4-8 Reading Grade Level Instruction concentrates on increasing reading comprehension through instruction on specific reading skills (main idea, inference, details), vocabulary development, guided readings, and survival reading (graphs, charts, tables, etc.).

Alterable Software: The software can be changed. Text can be deleted, inserted, or altered, and/or question modified, and/or proficiency level set.

Apple: Computer produced by Apple and compatibles that operate on a DOS 3.0 or ProDOS operating system (Apple GS computers are included but not Macintoshes). Generally software that runs on one Apple will run on another Apple. If using an Apple compatible, preview software on the hardware before purchase. Compatibility is not guaranteed.

Basic Math Skills: Arithmetic skills that range from single digit addition through percents, ratios, and measurements.

Branching: The ability of a program to alter its sequence according to user choices or responses. If the student enters a wrong answer, does the software explain why the answer is incorrect, does it offer additional examples/problems, does it reroute the student into a subsection, or does it simply tell the student that the answer is wrong?

DE: Developmental Education Instruction designed to assist pre-vocational and precollege transfer students gain the necessary skills in reading, writing, and math to be successful with vocational and transfer curricula.

GED: Above 8 Grade Reading Level Instruction focuses on the skills needed to pass the GED (high school equivalency) exam. Instruction centers on building comprehension and increasing vocabulary, especially in topics related to social studies, science, math, and literature.



IBM Family: Computers that use an MS-DOS operating system. These computers include IBM, Tandy, Compaq, and a variety of compatibles. It's especially important when purchasing IBM software to preview the software on the hardware that will be used to run that program.

Management System: The record keeping system available with the software. The system can be extensive with multiple print out options or it can be a simple record of total correct answers. Not all software contains a management system.

Memory: The amount of "storage" space in a computer. If the computer does not have enough memory, the software will not run on it.

Public Domain Software: Software available for minimal or no charge. Listings of public domain software can be found by contacting local and regional user groups, in many libraries, in national exchanges, and by contacting the editor of this publication.

Objective/Competency: Stated learning outcomes.

Word Processing: Writing software that allows the computer to resemble a typewriter. Generally the more expensive the program, the greater the formatting and printing options, and the longer it takes to master the program.



Hardware Decisions

Essential Hardware

1. Computer

A wide variety of computers are available today, but the largest number of educational programs are available for the Apple II family of computers. The standard memory for the Apple II+ is 38K, for the IIe, 64K, and for the IIc and GS, 128K. Many programs require a minimum of 64K, but boards can be purchased to increase the memory, if needed.

Other computers mentioned in this publication are Atari, TRS 80, IBM family (includes but is not limited to IBM, Tandy, Compaq), PET, and Commodore.

2. Disk Drive

One disk drive is a necessity, two are preferable.

3. Monitor

A good quality monitor, either monochrome or color, is essential. A few programs require color, but text on a color monitor may be difficult to read. A monitor that can be tilted to the right viewing angle will save neck strain, and some monitors have a softer tone of green than others. When previewing software, be sure to view it on the monitor(s) most likely to be used with instruction.

4. Printer

Most instructional programs can be run without a printer but many do have an optional printing capability. A printer is essential for word processing or recordkeeping programs. Unless letter quality printing is necessary, a dot matrix printer is adequate, less expensive than others, and needed for some types of graphics.



Optional Hardware

1. Print "Dump"

With the press of a button the Print-it card from Textprint (\$190) automatically prints exactly what is on the screen in regular or double size. Textprint, Inc., 220 Reservoir St. Needham Heights, MA 02194. (617) 449-5808.

2. Cassette Connect Device (CCD)

This device, manufactured by Hartley, connects a cassette tape recorder to the game port of the computer. This allows the computer to take control of turning the tape recorder on and off. Hartley has several programs which require this device. The computer turns on the cassette, which dictates spelling words. The student then types the word into the computer and the computer shows whether the response is correct or not.

3. Sound Systems

Interface cards are available that attempt to replicate human voice.

Speech Synthesizer: This can "read" computer text aloud. Sometimes pronunciation is inaccurate or difficult to understand. "The Echo" is an example of a speech synthesizer.

Speech Digitizer: This software has preprogrammed sound. It is closer to the human voice than the synthesizer, but it is not alterable. "The Ufonic" is an example of this kind of hardware.

4. Mouse

This control device can be used as an alternative to the keyboard in some programs. It is available for the Apple IIe, IIc, Apple GS, Macintosh, IBM, and others.



THE PARTS OF A MICROCOMPUTER SYSTEM

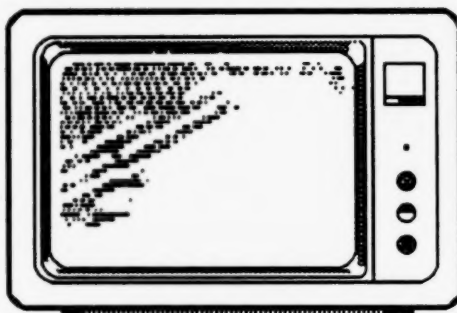
HARDWARE The physical components of the computer system.

Microcomputer system components and Peripherals

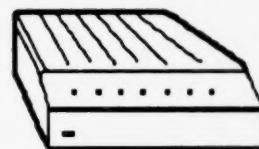
- Computer (CPU)
- Keyboard
- Video Monitor
- Disk Drive
- Hard Disk
- Printer
- Modem



PRINTER



**VIDEO
MONITOR**



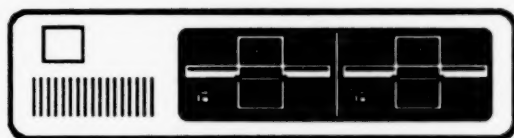
MODEM



**FLOPPY
DISK**

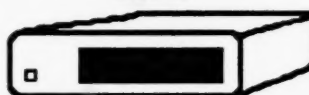


**MICRO-FLOPPY
DISK**

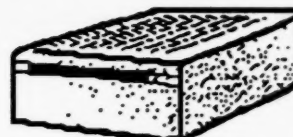


CPU

**HARD
DISK**



KEYBOARD



**DISK
DRIVE**



Software: A program, a set of INSTRUCTIONS, that directs the computer to perform a particular task, such as data base management or word processing.

Use of Disks:

Disks are the magnetic media that are used to record program instructions and data. The disk itself is made of flexible mylar coated with a magnetic recording medium and encased in a plastic jacket to protect it. The disk drive has a read/write head which reads and writes information from/to the disk. The common disk sizes are 5.25 and 3.5 inches. Disks can store information on one or both sides, depending on your disk drive.

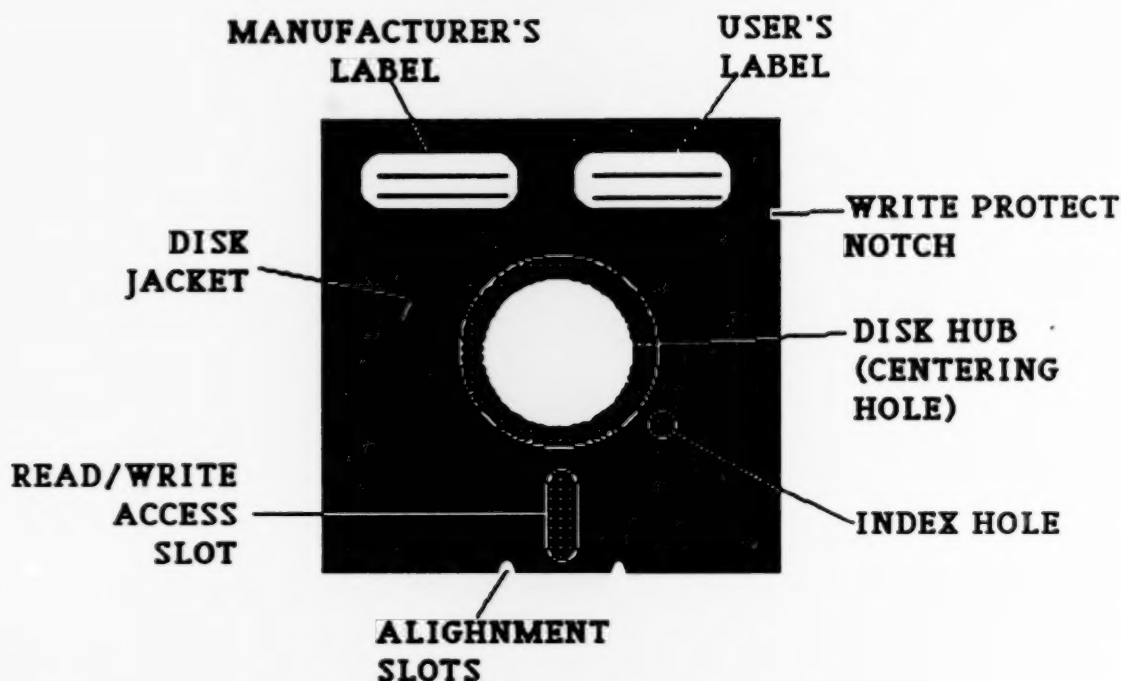
A disk should be placed in a drive with its label up and the label entering last.

Write Protect Notch:

There is usually a write protect notch on the disk. This notch enables the computer to write, or save information onto the disk. If there is no notch, or the notch is covered with a protective tab, no new information can be written or stored on the disk. Information can only be read (loaded or retrieved) off the disk into RAM memory. The write protect notch can be covered to protect the disk from any accidental damage to the instructions or data that are already on the disk. Most purchased software programs are on disks without a write protect notch so that the program instructions may not be altered or damaged.

Back-up Disks:

Make BACK-UP copies of all disks, in case of damage or loss. Always store the back-up disks in a different place from the original disks.



Care of Disks:

- Never bend or apply pressure to the disk.
- Use a felt-tipped pen and press **VERY LIGHTLY** when labeling a disk.
Using a ballpoint pen or pencil can damage the disk.
- Never touch the exposed parts of the disk; i.e. read/write across slot.
- **ALWAYS** replace your disk in the protect sleeve when it is out of the disk drive. Dust may damage it.
- NO drinks or food around the computer -- spills are disastrous.
- Disks are sensitive to extreme heat or cold, keep your disks away from direct sunlight or intense heat sources.
- Disks are sensitive to magnets and magnetic fields. Don't lay your disks on top of the monitor or power supply, as it may demagnetize the disk and destroy the information on the disk.
- Always hand walk disks through airport security, as disks can also be damaged by the metal detectors at the airports.
- Provide smoking areas away from the computer area, as smoke can damage a disk.
- Store disk upright in a protective disk box.



The Uses of a Microcomputer

A computer is general purpose machine. A software program is the set of instructions that directs the computer to perform a particular task such as creating a letter, database, or spread sheet.

Using a Software Program

A software program is a set of instructions that guides the user through the steps of a particular task.

Most people use commercially produced software programs and do not create their own programs. It takes time to learn to use a software package. To use a program effectively, the features and capabilities of the software must be understood, as well as the particular program commands that guide the software.

Software Programs are divided into these general categories:

- A. General Applications Software
 - word processing
 - database management/filing systems
 - graphics
- B. Financial Applications Software
 - spreadsheets
 - payroll
 - general ledger
- C. Reference Software
 - card catalogue
 - collect select guides
 - gardening



D. Educational Software

- drill and practice
- simulations
- problem solving
- tutorials

E. Recreational Software

- board games (chess, Othello, checkers)
- adventure games
- arcade games

F. Communications Software

- Allows computer to communicate with other computers using phone lines.

Creating a Program

Programming involves learning a particular computer language and writing instructions to the computer in order to get it to perform the tasks that the programmer desires.

Some common programming languages are:

- BASIC (Beginners All-purpose Symbolic Instruction Code)
- Logo
- Pascal
- FORTRAN (FORmula Translator)
- COBOAL (COMmon Business Orientated Language)
- C
- Ada



Microcomputer Memory and Storage

Program instructions and data both reside in the computer's memory and on a disk. The computer's internal memory is temporary; disk storage is long term.

Temporary Memory

Random Access Memory (RAM)

RAM is temporary memory in the user's workspace. This is the portion of memory where a software program's instructions (such as word processing, spreadsheets, or database) are stored. RAM also holds the information created while using a software package (for example, a letter created with a word processing program). Usually, only one software program is stored in RAM at a time. When the computer is turned on, RAM is empty and when the computer is turned off, all of the instructions and data in RAM are erased.

Long Term Storage

Floppy Disks

The amount of information which can be stored on an individual floppy disk is decided by the software program, Disk Operation System (DOS), and the disk drive. Each computer system will require the use of specific types of disks, e.g. single sided, double sided, double density, or single density disks.

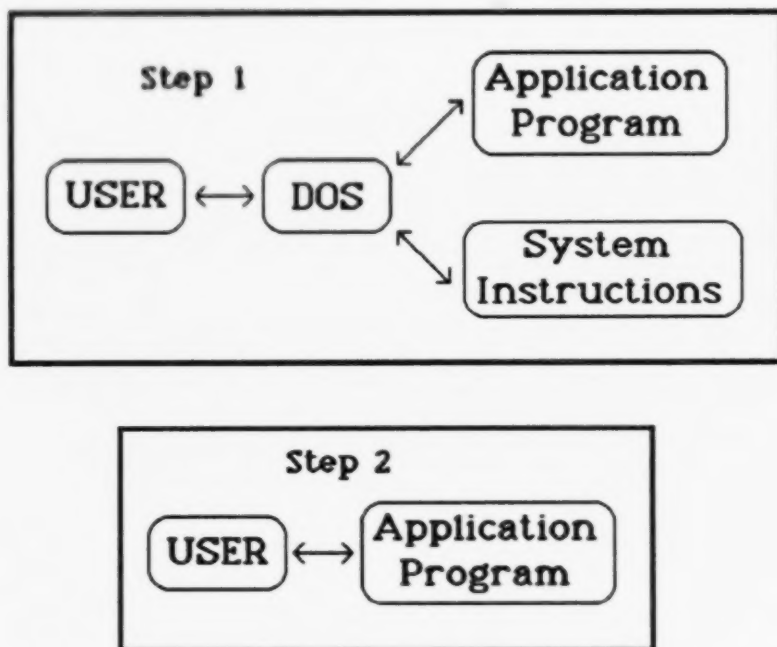
Hard Disk

A hard disk (fixed disk) system is used in conjunction with or in place of disk drive. A hard disk stores both programs and data. Hard disks have much greater storage capacity than a floppy disk. You can read and write to the hard disk with greater speed than to a floppy disk.

A hard disk with small storage capacity will hold the equivalent of 35 floppy disks.



How a Computer System Operates



There are different levels of software instructions that tell the computer how to operate. The most basic set of instructions operate at system level and direct the computer in its elemental operations, i.e. what to do when the power switch is turned on and off, how and where to move information.

Read Only Memory (ROM)

ROM contains the instructions that the manufacturer puts into the machine permanently. These instructions aid the computer in functioning internally. The instructions in ROM are permanent and cannot be changed. The computer uses the ROM instructions, not the user.



The Disk Operatic System (DOS)

DOS is a collection of utility programs that allows the user to work with a disk and the information that is stored on the disk. There is another level of DOS which communicates directly with the computer.

The Uses of DOS

Working with a disk:

- Load and save information
- Format a blank disk
- Make a back-up of a disk
- Check the disk for:
 - Damage,
 - What's on it (directory or catalog)
 - Amount of free space
- Create Disk Directory
- Programming Utilities

The most commonly used DOS programs are those for formatting and copying (making back-up) disks.

Application Programs

Application programs are software programs designed to handle specific types of information and achieve useful results or answer problems. For example, a database management program may be used to create a distributions list, a word processing program may be used to create a letter, or a spreadsheet program may be used to create a budget.

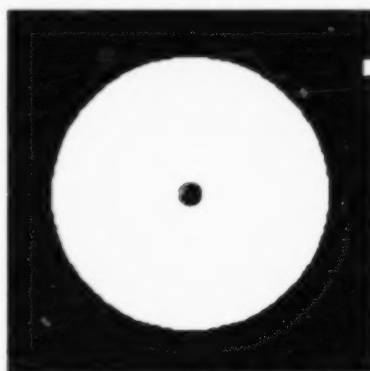


Using DOS to Format and Back-up A Disk

Preparing A Data Disk for Use

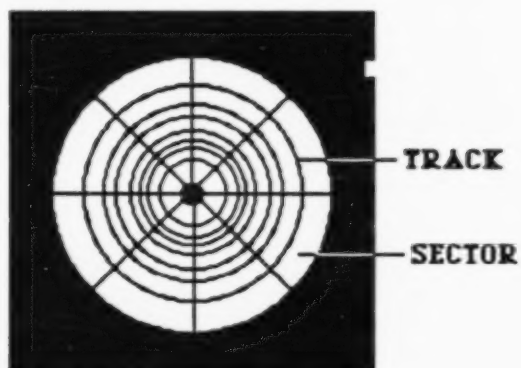
A new disk is completely blank.

Before you use a disk, it must be prepared to receive the information.



This preparation is called "formatting" or "initializing."

The disk is divided into tracks and sectors, the format necessary for the disk to receive information.





ProDOS

ProDOS is the DOS system which is used to format disks for the Apple II, Apple IIc, and Apple GS computers.

Formatting a Disk Using ProDOS

The formatting process is used for two purposes:

- to prepare a new disk for use
- to recycle an old disk (all of the information on the old disk is erased when a disk is reformatted.)

Follow these steps to format a disk using two disk drives:

1. Load ProDOS into the computer
 - Place the ProDOS disk in drive 1 and close the door
 - Turn on the computer
 - Screen will show the ProDOS main menu options
2. Load the ProDOS File (Utilities) into the computer
 - Type F
3. Select the Volume Commands Program
 - Type V
4. Select the Format a Volume Command
 - Type F
5. You will see the format screen
 - To accept the default option, press RETURN when you see the blinking 6
The disk controller card is located in slot 6 in the computer
 - To indicate that the disk to be formatted will be in drive 2,
type 2
Place the disk to be formatted in drive 2
 - Type/(disk name)
 - Press RETURN to begin the formatting*

*If the message DESTROY/(disk name)? (Y/N) appears, this means that the disk to be formatted has been used before. Check to make sure that you do not need anything on the disk and proceed with the formatting by typing Y.

6. When the FORMAT COMPLETE message appears
 - If you wish to format another disk return to Step 5.
 - If you are finished formatting, press ESC twice and then select Q to exit.



BACKING-UP A DISK USING PRODOS

The back-up process is used to make duplicate copies of disks for protection purposes. At the end of each computer session, all data diskettes should be backed-up.

It is not necessary to format the disk that will become the back-up. The format instructions are part of the copy program.

Follow these steps to back-up a disk using two disk drives:

1. Load ProDOS into the computer
 - Place the ProDOS disk in drive 1 and close the door
 - Turn on the computer
 - Screen will show the ProDOS Main menu options
2. Load the ProDOS file (utilities) into the computer
 - Type F
3. Select the Volume Commands Program
 - Type V
4. Select the Copy a Volume Command
 - Type C
5. You will see the Copy A Volume Screen
 - Press RETURN 4 times, to accept the default option
 - Place the disk to be copied in drive 1
 - Place the disk that will become a back-up in drive 2
 - Press RETURN again to accept the same volume name for the new disk, and the copying will begin
 - When the name of the disk appears at the New Volume Name:prompt, press Return *

*If the message DESTROY/(disk name)? (Y/N) appears, this means that the disk to be formatted has been used before. Check to make sure that you do not need anything on the disk and proceed with the formatting by typing Y.

6. When the FORMAT COMPLETE message appears
 - If you wish to format another disk return to Step 5.
 - If you are finished formatting, press ESC twice and then select Q to exit.



MS-DOS

MS-DOS is the DOS system which is used to format disks for IBM, COMPAQ, Eagle, PC, Leading Edge, Tandy, and other IBM compatible computers.

Formatting A Disk Using MS-DOS*

The formatting process is used for two purposes:

- to prepare a new disk for use
- to recycle an old disk (all of the information on the old disk is erased when a disk is reformatted)

Follow these steps to format a disk using two disk drives:

1. **Load MS-DOS into the computer**
 - Place the MS-DOS disk in disk drive A and close the door
 - Turn on the computer
 - At the **DATE:** prompt, type in the date or press the Enter key
 - At the **Time:** prompt, type in the time or press the Enter key

On your screen you should see: **A>**
2. **Load the Formatting Program into the computer**
 - With the MS-DOS disk in disk drive A at the **A>** type: **format b:** and press the Enter key
3. **To format the disk**
 - When this message appears on the screen:
**Insert new diskette for drive B:
and strike any key when ready**
 - Place the disk to be formatted in disk drive B
 - Press any key to begin the formatting
 - When the formatting is complete, this message will appear on the screen: **Format another (Y/N)?**
type: **N** and press the Enter key

*MS-DOS and PC-DOS use the same instructions to format a disk.



Backing-Up A Disk Using MS-DOS*

The back-up process is used to make duplicate copies of disks for protection purposes. At the end of each computer session, all data diskettes should be backed-up.

It isn't necessary to format the disk that will become the back-up. The format instructions are part of the disk copy program.

Follow these steps to back-up a disk using two disk drives:

1. Load MS-DOS into the computer
 - Place the MS-DOS disk in disk drive A and close the door
 - Turn on the computer
 - At the DATE: prompt, type in the date or press the Enter key
 - At the Time: prompt, type in the time or press the Enter keyOn your screen you should see: A>
2. Load the Back Program into the computer
 - With the MS-DOS disk in disk drive A at the A> type: diskcopy a: b: and press the Enter key
3. To Back-Up the Disk
 - When this message appears on the screen:

Insert source diskette in drive A:

Insert the target diskette in drive B:

 - Place the disk to be copied in disk drive A
 - Place the disk that will become a back-up into disk drive B
 - Press any key to begin the back-up
 - When the back-up is complete, this message will appear on the screen: Copy Complete
 - Copy another (Y/N)?
type: N and press the Enter key

* MS-DOS and PC-DOS use the same instructions to back-up a disk.



How to Load a Software Program Using MS-DOS*

Most program disks do not have the DOS instruction on them that enables the disk to be self-loading.

If the program disk is not self-loading, you will need to follow these steps to load the program into the computer:

1. Load MS-DOS into the computer
 - Place the MS-DOS disk in disk drive A and close the door
 - Turn on the computer
 - At the Date: prompt, type in the date or press the Enter key
 - At the Time: prompt, type in the time or press the Enter key

On your screen you should see: A>
2. Load the Software Program instructions into the computer
 - Take the MS-DOS disk out of disk drive A
 - Place the software program disk in disk drive A
 - At the A> type the **program name** that will load the program instructions into the computer.

Check the software manual to find the appropriate program name.



LISTING OF ALL SOFTWARE REVIEWED

• Software Included in this Guide

Title	Level	Publisher
A Treasure Hunt of Facts	ABE	Ufonic Voice Systems
• Adventure with Fractions	ABE	MECC
Adverbs	ABE	Hartley
APEL Project Software	ABE	Yukon-Koyukuk School Dist.
• Basic English Skills	ABE	Encyclopedia Britannica
Calendar Skills	ABE	Hartley
• Capitalization	ABE	Hartley
• Capitalization	ABE	Educational Activities, Inc.
• Career Readers	ABE	Fearon
Capitalization Prac. & Test	ABE	Hartley
• CAW: Computer Assisted Writing	ABE	Educational Activities,
Chatterbox	ABE	Voice Learning Systems
Clock	ABE	Hartley
Converting Fractions & Percent.	ABE	Educational Activities, Inc.
• Constitution & Government	ABE	Educational Activities, Inc.
• Core Reading & Vocabulary	ABE	Educational Activities, Inc.
Daily Living Skills: Bank/Credit	ABE	Encyclopedia Britannica
• Dilemma	ABE	Educational Activities, Inc.
Driver's Education Program	ABE	EMC Corp.
• Easy Graph	ABE	Grolier
English Basics I	ABE	Educational Activities, Inc.
English Basics II	ABE	Educational Activities, Inc.
Exploring Tables & Graphs	ABE	Weekly Reading Software
First Facts Addition	ABE	Academic Therapy Publication
First Facts Subtraction	ABE	Academic Therapy Publication
Fractions	ABE	Eduware
Grammar and Writing	ABE	Encyclopedia Brit.
Grammar Mastery	ABE	Regents
Grammar Problem Practice	ABE	Milliken
Harmony	ABE	Jostens
High Steps to Comprehension	ABE	Educational Publishing Co.
Increasing Self-Esteem	ABE	Control Data
Informal Reading Compre.	ABE	Educational Activities, Inc.
Math On Computers	ABE	Quality Educational Des.
Math Word Games: Problem Solving	ABE	McGraw Hill
Micro Read	ABE	American Ed. Computer Inc.
Nouns/Pronouns	ABE	Hartley
Number Cruncher	ABE	Bertamax
Obrian Vocabulary Test	ABE	Educational Activities, Inc.
Oregon Trail	ABE	MECC
• Our Weird & Wacky World	ABE	Educational Activities, Inc.



Title	Level	Publisher
Prescription Medicine Products	ABE	Encyclopedia Britannica
Problem Solving In Everyday Math	ABE	MCE
Punctuation	ABE	Educational Activities, Inc.
Punctuation II	ABE	Educational Activities, Inc.
Quations	ABE	Scholastic
Reading Efficiency	ABE	Weaver Instructional Systems
Science 1: The Human Body	ABE	Brainware
• Smart Alex	ABE	Smart Alex Press
• Spell Create	ABE	Hartley
Spelling Builder	ABE	Program Design, Inc.
Spelltronics	ABE	Educational Activities, Inc.
Synonym Search	ABE	Micro Learningware
• The Constitution & Gov't.	ABE+	Educational Activities, Inc.
The Heart Simulator	ABE	FOCUS
The Heart: A Mighty Pump	ABE	Marshware
The Spelling System	ABE	Milliken
• Those Amazing Reading Machines	ABE	MECC
• Tutorcourse BLS 100R	ABE	BLS Inc.
Using A Calendar	ABE	Hartley
• Verb Usage 1,2,3	ABE	Hartley
• Verbs	ABE	Hartley
• Vocabulary Create	ABE	Hartley
• Vocational Reading	ABE	Fearon
Whole Brain Spelling	ABE	Opportunities for Learning
Word Detective	ABE	Sunburst
• Word Herd: Look Alike	ABE+	MECC
• Word Muncher	ABE	MECC
Word Search	ABE	Hartley
• Words At Work: Compound It	ABE	MECC
• Words At Work: Prefix Power	ABE	MECC
• Words At Work: Suffix Sense	ABE	MECC
Wordwright	ABE	Encyclopedia Britannica
• Writing A Narrative	ABE+	MECC
A Balanced Nutrition	ABE/GED	Educational Materials
Adventures in Space	ABE/GED	Woodbury
Basic Math Competency	ABE/GED	Educational Activities, Inc.
Basic Math Compet. Skills	ABE/GED	Educational Activities, Inc.
• Chemeketa Math Drills	ABE/GED	Public domain
Coevolution	ABE/GED	Science Media Services
Compu-Cal Quiz Ware	ABE/GED	McGraw Hill
• Create Spell It	ABE/GED	Hartley
• Crossword Magic	ABE/GED	Mindscape
Demolition Division	ABE/GED	DLM



Title	Level	Publisher
• Diascriptive L.A. Dev.	ABE+/GED	Educational Activities, Inc.
Dragon Mix	ABE/GED	DLM
• English Basics: Parts of Speech	ABE/GED	Educational Activities, Inc.
Everyday Math Skills	ABE/GED	Media Materials, Inc.
Figurative Language	ABE/GED	Hartley
Genetics	ABE/GED	Micro Computer Workshop
High School Math Competency	ABE+/GED	Microcomputer Workshop
Human Systems Keyword	ABE/GED	FOCUS
• Keys to Responsible Driving	ABE/GED	CBS
• L.A. Grammar Probs. For Practice	ABE+/GED	Milliken
• Math Shop	ABE+/GED	Scholastic
• Multi-Scribe	ABE/GED	Scholastic
Political Genie	ABE+/GED	Boring Software Co.
Ratios & Proportions	ABE/GED	Magna Systems
Read & Solve Math Problems	ABE/GED	Educational Activities, Inc.
• Reading Around Words	ABE/GED	I/CT
Reading Workshop	ABE/GED	Mindscape
Revolution & Constitution	ABE+/GED	Mindscape
Robot Odyssey	ABE/GED	The Learning Company
• Skills Banks	ABE/GED	Basic Skills Software
• Spelling Vol. 1 & 2	ABE+/GED	MECC
Spelling Wiz	ABE/GED	DLM
Student Word Study	ABE/GED	Hartley
• The Final Chapter	ABE+/GED	Ombudsman
The Micro Gardener	ABE/GED	Educational Activities, Inc.
The Science Series	ABE/GED	Milliken
• Typing Tutor III	ABE/GED	Simon & Schuster - IBM
U.S. Constitution Tutor	ABE/GED	Microlearn
U.S. History Tutor	ABE/GED	Microlearn
Verb Viper	ABE/GED	DLM
• Vocabulary Skills: Context	ABE/GED	Media Materials
• Vocabulary Skills: Prefixes	ABE/GED	Media Materials
• Where in the World is Carmen San Diego	ABE/GED	Broderbund
Word Master	ABE/GED	DLM
• Word Math	ABE/GED	Milliken
• Word Processing	ABE/GED	Milliken
Word Problems	ABE/GED	Milliken
Word Radar	ABE/GED	DLM
Word Structure	ABE/GED	Jostin Learning System
• Writing Workshop	ABE+/GED	Milliken
Your Body	ABE+/GED	FOCUS
Adjectives	ABE/GED/DE	Hartley
Algebra 1	ABE/GED/DE	Eduware
Algebra 2	ABE/GED/DE	Eduware



Title	Level	Publisher
Algebra 3	ABE/GED/DE	Eduware
Algebra 5	ABE/GED/DE	Eduware
Analogies Advanced I, II	ABE/GED/DE	Hartley
Analogies Tutorial I, II	ABE/GED/DE	Hartley
Apple Presents Apple	ABE/GED/DE	Apple
• AppleWorks	ABE/GED/DE	Apple
• Arithmetic Doctor: Fractions	ABE/GED/DE	Educational Activities, Inc.
Bank Street Writer	ABE/GED/DE	Broderbund
Body In Focus	ABE/GED/DE	CBS Software
CAI Reading Efficiency Sys.	ABE/GED/DE	Computer Assist. Instruct.
Cells	ABE/GED/DE	Educational Activities,
• Cloze Plus	ABE/GED/DE	Milliken
• Comprehension Connection	ABE+/GED/DE	Milliken
Comp. Planning/Success	ABE/GED/DE	Psychgraphic
• Comprehension Power Prog.	ABE/GED/DE	Milliken
Compu-Read	ABE/GED/DE	Eduware
Compu-Spell	ABE/GED/DE	Eduware
Computer Assisted Writing	ABE+/GED/DE	Educational Activities, Inc.
Computerized Mathematics	ABE/GED/DE	Reader's Digest
• Create Vocabulary	ABE+/GED/DE	Hartley
• Creating the U.S. Constitution	ABE+/GED/DE	Educational Activities, Inc.
Critical Reading A-H	ABE/GED/DE	Borg-Warner
Crosscountry USA	ABE/GED/DE	Didatch Software
• Diascriptive Reading III	ABE+/GED/DE	Educational Activities, Inc.
Dueling Digits	ABE/GED/DE	Broderbund
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English As A Second Lang.	ABE+/GED/DE	Wadsworth
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Finding Readability Levels	ABE/GED/DE	Sunburst (MECC Sch. U.)
Freddy's Puzzling Adventure	ABE/GED/DE	DLM
• FrEdWriter	ABE/GED/DE	CUE/ Public Domain
• Gapper: Computer Based Lan. Arts	ABE/GED/DE	HRM
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Grammar Package 1	ABE/GED/DE	Opportunities for Learning
Homeword	ABE/GED/DE	Sierra On-Line
Interlearn	ABE/GED/DE	Interactive Text Interpret.
Interpreting Graphs	ABE/GED/DE	Conduit
Interpreting Graphs & Tables	ABE/GED/DE	Hampton Publishing Inc.
• Leap 1	ABE/GED/DE	Educational Activities, Inc.
Learning Styles Inventory	ABE/GED/DE	Educational Activities, Inc.
• M-SS-NG L-NKS	ABE/GED/DE	Sunburst
• Magic Slate	ABE/GED/DE	Sunburst
• Master Spell	ABE/GED/DE	MECC
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Math & Language	ABE/GED/DE	Sysdata
Math Blaster	ABE/GED/DE	Davidson



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• Math Sequences	ABE/GED/DE	Milliken
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Memory Match	ABE/GED/DE	Hartley
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Number Series	ABE/GED/DE	I.Q. Builder
Parts of Speech	ABE/GED/DE	Micro Learninghouse
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Problem Solving	ABE+/GED/DE	CBS Software
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Readability Index	ABE/GED/DE	Educational Activities, Inc.
Readability Formulas	ABE/GED/DE	Encyclopedia Britannica
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Writing Competency	ABE/GED/DE	Educational Activities, Inc.
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Caffeine	GED	Oregon Dept. of Education
Capitalization Plus	GED	Microcomputer Workshops
Chemistry I	GED	FOCUS
English Microlab	GED	Houghton Mifflin
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GED 100 Series	GED	Steck Vaughn
GED Series	GED	Intellectual Software
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Filling Out The Forms	GED/DE	Educational Ass. Educult.
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(503) 686-4414
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Catalog of Educational Software (for Apple IIe)

Judith Wilczak, Ed. D.
California Literacy Campaign
Menlo Park Public Library
(415) 321-8818
Publication Date: '86

Computer Assisted Instruction Review

Literacy Volunteers of Am.
5795 Widewaters Parkway
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Moberly Area Junior College
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Annotated Listing of Software
Richmond Public Library
325 Civic Center
Richmond, CA 94804
(415) 620-6565
Publication Date: '86

Microcomputer Bibliography for ABE/ GED Basic Skills Instruction, 2nd Ed.

New Jersey Adult Education Dissemination Proj.
Glassboro State College
Glassboro, NJ 08028
Publication Date: '86

Reviews of Reading and Writing Software for Volunteer Adult Lit. Project

Christina M. Jagger
New Readers Press
Box 131, 1320 Jamesville Ave.
Syracuse, NY 13210
(800) 448-8878
Publication Date: '88

Software Buyer's Guide

Adult Basic Skills Technology Project
Annabelle Lavier, Proj. Coordinator
Treaty Oak Community College, S.D.
300 East Fourth Street
The Dalles, OR 97058
(503) 296-6182
Publication Date: '87

Software Reviews for Adult Education

Merrimack Education Center
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Chelmsford, MA 01824
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Software: An Annotated Bibliography

Technology for Literacy Center
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